

DECEMBER 2011

NAPM-DENVER CALENDAR			
<u>DECEMBER 8</u> NAPM-Denver Webinar Impact of the Disasters in Japan on U.S. Manufacturing Supply Chain 12:00 Noon to 1:00 PM	<u>DECEMBER 10</u> NAPM-Denver CPSM/CSM Bridge Review 8:00 AM to 5:00 PM, Group Publishing, 1515 Cascade Ave, Loveland, CO 80539	<u>DECEMBER</u> NO DINNER MEETING	<u>JANUARY 19</u> Dinner Meeting Renaissance Denver Hotel 5:30 (Seminars) 6:45 (Dinner)

NO DINNER MEETING IN DECEMBER

Happy Holidays, Everyone!

BUSINESS CONDITIONS SURVEY

By Rogers Coke, CPSM, C.P.M.

The local Denver Manufacturing economic index increased in October with an index of 60. The September index was 42.3. The Production index for October was 75.

The Denver Manufacturing PMI compares to the Institute for Supply Management's (ISM) PMI of 50.8 percent, a decrease of 0.8 percentage point when compared to September's reading of 51.6 percent.

The overall Price Index of the Denver Manufacturing Survey increased faster with an index of 62.6 in October. Prices increased in all sectors. The Lead Time Index increased at a slower rate with an index of 53.1 in October. Lead Times increased in the MRO and Capital Goods sectors and registered 50 in all other sectors.

The Raw Materials Inventory and the Finished Goods Inventory Indices increased in October.

October's Employment Index increased faster with an index of 71.4. The Availability of Skilled Workers Index increased and the Availability of Unskilled Workers Index increased in October. Supplier performance in our Denver survey improved in the Capital Goods, Raw Materials, Components and Services sectors and remained unchanged in the MRO and Computers sectors.

The local Denver Non-Manufacturing economy increased with an index of 58.1 in October. The Denver Non-Manufacturing PMI in September was 45. The Production Index in October was 56.3. The Denver Non-Manufacturing Index compares to the Institute for Supply Management's (ISM) Non-Manufacturing NMI (Non-Manufacturing Index) of 52.9 percent, indicating continued growth in the non-manufacturing sector for the 23rd consecutive month.

The overall Price Index of the Denver Non-Manufacturing Survey registered 47.5 in October. Prices increased in the Components sectors, decreased in the Raw Materials sector and remained unchanged in all other sectors. The Lead Time Index was 48.3 in October. Lead times increased in the Capital Goods sector, remained unchanged in the Raw Materials, Components and Computers sectors and decreased in the MRO and Services sectors.

The New Orders Index increased with an index of 60 in October. The Employment Index increased with an index of 68.8 in October.

Supplier performance in our Denver Non-Manufacturing survey worsened in the Components and Services sectors and remained unchanged in all other sectors.

For the latest Denver business surveys, go to www.napmdenver.org. For the latest national surveys, go to www.ism.ws.

CONGRATULATIONS TO....

New CPSM

Kelly Hunter , CPSM - EchoStar Technologies

Lifetime C.P.M.

Stephen Fincher, C.P.M. - University of Colorado

Recertified A.P.P.

Karen Kratowicz, C.P.M. , A.P.P. - CenturyLink

Welcome New Members

Tom Harper - ProBuild

Amy Holt - ProBuild

Lance Lachney , CPSM- Gates Corporation

Whitney Patterson - Sanjel USA

Mike Stults - Amgen

Scott Thalacker - Level 3 Communications

COMMITTEE OF THE MONTH: MARKETING/PUBLIC RELATIONS

The Marketing/Public Relations Committee develops plans and executes projects to market NAPM-Denver to its targeted audiences. Duties include planning ways to increase the membership totals of NAPM-Denver and developing projects to make NAPM-Denver known to all its targeted audiences.

If you are interested in helping with this committee, or have questions, contact the chair:

Wendy Albrecht, C.P.M.

Sounds True

Telephone: (303) 665-3151

Email: wendya@soundstrue.com

SPEAKERS NEEDED FOR PRE-DINNER SEMINARS

Are you knowledgeable about a subject in the field of Supply Chain Management? The NAPM-Denver Pre-Dinner Seminar Committee is looking for members to share their knowledge of supply chain management in a one-hour pre-dinner seminar. If you are available to speak or lead a discussion, please contact Dorothy_cohen@q.com.

CONTACT INFORMATION

Has your contact information changed?

If so, please e-mail your new information to the NAPM-Denver office carol@napmdenver.org.

2011-2012 NAPM-DENVER OFFICERS			
President	Kelly Mickelson, C.P.M.	Adams County School District 50	(303) 428-3535
Past President	Jim Branaugh, C.P.M.	Tri-State G&T	(303) 254-3111
President Elect	Wendy Albrecht, C.P.M.	Sounds True	(303) 665-3151
Executive Director	Carol Coke	NAPM-Denver, Inc.	(303) 444-7056
Treasurer	Fred Lehn	Jacobs Engineering	(303) 462-7530
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2-Year Director	Debbie Rowe, C.P.M.	Raytheon Polar Services	(720) 568-2220
2-Year Director	Kirk Dombrowski		(303) 277-7867
1-Year Director	Myrna Corsentino, C.P.M.	United Foam	(303) 892-1106
1-Year Director	Kristina Gulish	Johns Manville	(720) 345-7184

2011-2012 NAPM-DENVER COMMITTEE CHAIRS			
Arrangements	Fred Lehn	Jacobs Engineering	(303) 462-7530
Educational Resources	MP Parthasarathy, PhD	U. of Colorado at Denver	(303) 315-8445
Membership	Ginger Young, C.P.M.	ProBuild	(303) 335-1264
Newsletter	Deb Egan, C.P.M.	CenturyLink	(303) 308-5141
Pre-Dinner Seminars	Dorothy Cohen		(303) 494-0458
Professional Development	Susan Kellar, C.P.M.	IHS	(303) 397-2297
Programs	Wendy Albrecht, C.P.M.	Sounds True	(303) 665-3151
Webmaster/Business Survey	Rogers Coke, CPSM, C.P.M.		(303) 444-1924
Public Relations/Marketing	Wendy Albrecht, C.P.M.	Sounds True	(303) 665-3151

Visit our website at www.napmdenver.org

MONTHLY ARTICLE

Calling All Recruiters—Is anyone out there?

Online job services were meant to automate the job search process and get job seekers in front of prospective new employers quicker. How well is it working for you? If you've sent out dozens of resumes and gotten little or no response it probably feels like you're shooting your resume out into some vast black hole with no recipient at the other end. Do you feel like shouting "hey, is anyone out there?"

To better your odds of that your resume is being seen by a real person who can offer you a real job, here are three guidelines to make your resume more effective.

1. Include Key Words

With paper resumes a thing of the past, employers use candidate tracking data bases to store resumes. Recruiters and hiring managers use key words to query for appropriately matching candidate resumes. If you aren't using the right words to describe your employment experiences, then your resume might be rejected before it's ever seen. Review key words your resume uses to:

- **Describe your current career objective.** Do your qualifications match the job description? Look closely at areas listing your technical skills, job responsibilities and core competencies.
- **Attract your industry.** Are you using your industries current buzzwords? Avoid obsolete terms and phrases that may label you as behind the times.
- **Attract your occupational field.** Does your resume give the impression of that you're on the cutting edge or over the hill?

2. Use the Correct Electronic Version

If your resume can't be opened as an attachment, then it can't be seen. Because of the threat of computer viruses many companies only accept resumes through their own online forms which ask you to cut and paste (rather than attach) your resume. Make sure you are sending your resume in a format that will work for the recipient.

- **If a resume attachment is requested:** Save your resume as a Word document (.doc or .rft). This is the standard most companies use. It should retain the formatting that you used for your resume so long as you avoid fancy formatting options such as columns, boxes and tables.
- **If an email or online form is used:** Use ASCII, plain text, or text only. This removes formatting, but the information is preserved. Be sure to review your resume before sending it so that it is still easy to read and user friendly.

3. Make Your Resume stand out from the Crowd

With hundreds of candidates to choose from, what makes your resume shout "Pick me!?" If your qualifications are similar or equal to the vast majority of other candidates, employers will need a compelling reason to select you out of the crowd. You need a differentiating edge or you'll be ignored.

The best way to differentiate your resume from others is with accomplishments. And those accomplishments really stand out when:

- **They are quantified or measurable.** Can you define how much you accomplished in dollars saved, contracts won, or percent changed?
- **They highlight your transferable skills.** Can your skills be used by this company, even if your job experience is in a different industry? Transferrable skills help employers visualize you in their organization.
- **They show corporate impact.** How can you help them save *time*, save *money*, increase their *profit margin*, improve *sales*, or increase *revenue*?

While the Internet is still a great tool for job seekers to connect quickly with employers, take steps to insure your resume won't get ignored by employers who need your skills. Before you apply online again, use these three tips to make sure your resume gets the attention it deserves!

Deborah Walker, Certified Career Management Coach

Read more career tips and see sample resumes at:

www.AlphaAdvantage.com

email: Deb@Alphaadvantage.com