

Middle Tennessee STC Chapter



**In this issue:**

The Top 10 Mistakes Professionals Make When Looking for Work	1
Upcoming Events	2
Plan to Attend	2
STC Awards Banquet January 16	
Deadline Approaching for STC Scholarships	3
News from National STC Board	4

## The Top 10 Mistakes Professionals Make When Looking for Work

By Amy Oldham, President STC MTC

If you weren't able to attend the regular monthly meeting in November, you missed an informative presentation from an enthusiastic and energetic speaker, not to mention the chance for some Hershey's kisses! Our chapter was fortunate enough to have professional recruiter Jack Molisani present a session



**Jack Molisani of ProSpring Staffing**

entitled: *The Top 10 Mistakes Professionals Make When Looking for Work*. Jack is an

Associate Fellow of STC as well as the president of ProSpring Technical Staffing, which is a firm specializing in the placement of permanent and contract technical writers.

Do you currently want (or need) a new job? Have you ever submitted your resume for a position but were never called for an interview? Or, have you interviewed for a position you wanted but didn't get? Chances are you made one or more mistakes that sabotaged your employment goals. During the meeting, Jack presented the top 10 mistakes technical communicators make when looking for work, and he included some horrific (as well as humorous) examples to prove his point. Thankfully, Jack concluded his presentation with a list of proactive tips for avoiding these pitfalls and increasing your chances of landing that next job or contract.



**STC members at November meeting**

The next time you find yourself applying for a new position or contract assignment, follow these tips that Jack suggests:

- Follow submission directions.
- Build personal relationships.
- Use good manners and Netiquette.

Article continued on page 3

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ADVERTISING: We will publish advertisements for industry-related events free of charge. The newsletter editor, in conjunction with the chapter's governing board, reserves the right to refuse advertising submissions. Non-chapter member ads are limited in page size at the editor's discretion. We encourage advertisers to send promotional items to our chapter to be used to further promote the event. Publication of advertisement in the Communiqué does not constitute endorsement by STC or its members.

## Upcoming Events

Following is a list of upcoming opportunities that may be of interest to STC MTC members. More events will be added to the calendar as the 2008 schedule is developed, so check our website ([www.stcmidtenn.org](http://www.stcmidtenn.org)) often for the latest scoop.

**January 3:** STC MTC Lunch and Learn – "Content Analysis: The Key to Reuse". (More information and RSVP on STC MTC website.)

**January 16:** STC MTC 2007 STC Competition Awards Banquet. (More information below and RSVP on STC MTC website.)

**January 29 :** STC MTC meeting - Proposal Writing as a Career. (More information and RSVP on STC MTC website.)

If you have ideas for chapter events or if your company can provide meeting space for an event, please contact Amanda Gaston or Emily Parker Hughes.

## Plan to Attend STC Awards Banquet January 16

Join members of the Middle Tennessee Chapter of the Society for Technical Communication for the awards banquet Wednesday, January 16. We will announce the awards and honor the judges at the banquet. The award-winning technical documents and online communication will be on display. The banquet has become one of the highlights of our year as we celebrate the hard work of our profession.

This year the banquet will be held at La Paz, 3808 Cleghorn Ave., Nashville, and will begin at 6:00 P.M. Cost (which includes food and drinks) is \$10 for STC MTC members and competition entrants; \$20 for non-chapter members and guests. RSVP via the chapter website by January 14.

*The Top 10 Mistakes Professionals Make When Looking for Work (continued from page 1)*

- Apply for jobs for which you are qualified.
- Include a summary of how your skills match the job requirements when you submit your resume.
- Name your electronic resume so it can be identified.
- Proofread your resume.
- Highlight your strengths, minimize your weaknesses.
- Anticipate and answer questions.
- Keep your skills current.

You can learn more about Jack Molasani and his staffing firm by visiting [www.ProSpringStaffing.com](http://www.ProSpringStaffing.com). While there, you can also find a copy of his complete presentation (minus the examples) at <http://prospring.net/resources.php>. Finally, Jack also produces LavaCon, the Conference on Technical Communication and Project Management. You can read more about this annual conference from the following web site: [www.lavacon.org](http://www.lavacon.org).

## Deadline Approaching for STC Scholarships



### **SCHOLARSHIP APPLICATIONS AVAILABLE**

Each year, STC offers scholarships to full-time graduate and undergraduate students pursuing careers in technical communication.

Four awards of \$1,500 each will be granted for academic year 2008-2009.  
**Application deadline is February 15, 2008.**

Application forms and instructions are available from the STC office or by visiting [http://www.stc.org/edu/scholarshipInfo01\\_national.asp](http://www.stc.org/edu/scholarshipInfo01_national.asp)

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## News from National STC Board

By Linda Oestreich  
President, STC Board of Directors

### Code of Conduct

The Board is discussing adopting a new code of business conduct for Society members. Adopting, publishing, and asking members to adhere to such a code have the potential to increase the value of STC membership to employers. It is a way for STC to emphasize ethical responsibilities while also signaling to employers that they should hire STC members because of their adherence to the code.

However, a decision about how to enforce the code would be necessary if we were to truly show employers that STC does not tolerate unethical practices. The Board is considering possibilities, including preparing a code that is more than the recommended best practices we currently post as Ethical Principles ([www.stc.org/pFiles/pdf/EthicalPrinciples.pdf](http://www.stc.org/pFiles/pdf/EthicalPrinciples.pdf)). Susan Burton, our Executive Director, has cautioned that enforcing a Code of Ethics is a delicate balance because of legal concerns, and is not something that we will enter into haphazardly.

Other professions make adherence to ethics guidelines part of a certification or license through the use of a trademarked title or logo—members who violate the guidelines retain their membership but lose those impressive initials after their names or the use of the trademark as a professional designation (and since we do not have a certification in place, this solution isn't one we can yet use). No decisions have yet been made, but the discussions around the possibilities are interesting!

### Check Out the Summary Edition of the Salary Database

Which ten U.S. cities have the most technical writers? Which have the fewest? In which cities do technical writers earn the highest and lowest salaries?

These are some of the questions answered by the Summary Edition of the Salary Database for technical writers, which republishes data from the U.S. Bureau of Labor Statistics (BLS). The Summary Edition presents data by state, combined statistical area, and industry, as well answers to the questions above. To see the Summary Edition, visit [www.stc.org/stcmembers/salarydatabase01.asp](http://www.stc.org/stcmembers/salarydatabase01.asp) (login required).

### Introducing iMIS

STC has recently begun using a new account management software, iMIS. iMIS is incorporated into stc.org, allowing members to manage their contact and profile information. Changes to contact information will appear in real time, and members also have the option of selecting a new username and password (no more remembering your STC membership number!).

To create a new username and password, visit [access.stc.org/imispublic](http://access.stc.org/imispublic) and select "My Account" from the options at the top of the screen. This username and password can be used to access members-only content throughout the STC Web site.

iMIS is also powering STC's renewal campaign. Go to <https://access.stc.org/JoinSTC/Renewal.aspx> today to renew your membership.

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#### Get the latest scoop!

Middle Tennessee Chapter  
[www.stcmidtenn.org](http://www.stcmidtenn.org)

National STC  
[www.stc.org](http://www.stc.org)

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