

National Associates, Inc. News

Volume 1, Issue 2

November 1, 2014

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Ebola Prevention & Safety Tips

According to the Centers for Disease Control and Prevention, there is no FDA-approved vaccine available for Ebola. In an effort to prevent further spreading of virus, here are some tips to keep in mind whether you travel to or are in an area affected by the Ebola outbreak:

- Practice careful hygiene. For example, wash your hands with soap and water or an alcohol-based hand sanitizer and avoid contact with blood and body fluids.
- Do not handle items that may have come in contact with an infected persons blood or body fluids (such as clothes, bedding, needles, and medical equipment.
- Avoid contact with bats and nonhuman primates or blood, fluids and raw meat prepared from these animals.
- Avoid hospitals in West Africa where Ebola patients are being treated. The U.S. embassy or consulate is often able to provide advice on facilities.
- After your return, monitor your health and seek medical care immediately if you develop any symptoms of Ebola (i.e. fever, vomiting, severe headache, muscle pain or weakness, diarrhea, abdominal pain or unexplained hemorrhage.

Healthcare workers who may be exposed to people with Ebola should follow these steps:

- Wear protective clothing, including masks, gloves, gowns, and eye protection.
- Practice proper infection control and sterilization measures. For more information, see “[Infection Control for Viral Hemorrhagic Fevers in the African Health Care Setting \(http://www.cdc.gov/vhf/abroad/vhf-manual.html\)](http://www.cdc.gov/vhf/abroad/vhf-manual.html)”.
- Isolate patients with Ebola from other patients.
- Avoid direct contact with the bodies of people who have died from Ebola.
- Notify health officials if you have had direct contact with the blood or body fluids, such as but not limited to, feces, saliva, urine, vomit, and semen of a person who is sick with Ebola. The virus can enter the body through broken skin or unprotected mucous membranes in, for example, the eyes, nose, or mouth.

Be mindful that Ebola is extremely infectious but not extremely contagious. Ebola virus and disease symptoms and signs may appear two to 21 days after exposure (average is eight to 10 days).

Tips to A Great Resume



It's deceptively easy to make mistakes on your resume and exceptionally difficult to repair the damage once an employer gets it. So prevention is critical, whether you're writing your first resume or revising it for a mid-career job search. Take a look at the following suggestions to ensure that your resume meets the basic criteria that most employers are looking for.

1. Formatting for results.

The formatting of a resume is very important and provides the necessary information in a logical, easy to read sequence. The use of underlines, italics, bold and all caps can guide the employer through the resume with ease. Consistency is key.

2. Start by including your personal information.

The employer wants to know your name, address, phone number, and email address on the top of the first page of your resume. Personal information such as marital status, age, religion, political affiliation are not included on a resume and are illegal questions for employers to ask.

3. Marketing yourself.

Be sure to first list the most relevant experiences related to the internship or job to which you are applying.

4. Use action verbs to describe your responsibilities & accomplishments.

Creating effective verb statements highlighting your skills and accomplishments will make your resume strong and create a favorable impression with employers. By including only relevant information with just enough detail to demonstrate your skills, you will be illustrating your attention to details.

5. Congratulate yourself.

Congratulations! You have taken steps in the right direction to prepare a resume that you can be proud of.

“Speaking to an audience whose knowledge or opinions differ than your own can quite rewarding”

Benefits of Public Speaking

Why should you become really good at public speaking?

The ability to speak confidently and convincingly in public is an asset to anyone who wants to take an active role in the classroom, workplace, and community. Mastering the skills of public speaking will accelerate your professional and personal goals.

Public speaking is a vital part of communication, and effective communication is critical to living successfully and happily in today's society. There have been studies that have shown “a direct correlation between how well you communicate and how well you are satisfied with life.” Unless you live on a deserted island with a volleyball named Wilson, there is a good chance that you will need to master your oratory and nonverbal skills while incorporating and understanding the appropriate uses of rhetoric (if not for your personal and professional success, at least for your personal happiness).

In a job survey performed by the National Association and Colleges and Employers (www.naceweb.org), they found that the top personal qualities and skills rated by Employers included:

1. Communication skills (written and verbal)
2. Honesty/integrity
3. Interpersonal skills (relates well to others)
4. Motivation/initiative
5. Strong work ethic
6. Teamwork skills (works well with others)

As you can see, all of these tie into communication skills directly or indirectly.

Enhancing your ability to communicate through public speaking will:

1. Help you more quickly accomplish your personal and professional goals (and most likely achieve even a higher success than what you imagined).
2. Enhance your career as a student,

employee, employer, family member, and all the different social circles (social networks) you belong to.

3. Allow you to explore and share your values. (Speaking to an audience whose knowledge or opinions differ than your own can be quite rewarding).
4. Allow you to hone in your critical thinking skills and listening skills.

Appreciating the benefits will create a mindset of approaching public speaking from an abundance & not a lack. Our ability to speak in front of others could save a life or affect our life, such as when it comes to getting a job.



Volunteer for Thanksgiving in the Washington, DC Area

Thanksgiving is a great time to volunteer and reach out and help the homeless and the hungry. The Washington, DC area has lots of charitable organizations that need volunteers to prepare, serve and cleanup holiday meals for the poor. You can also make a donation or participate in fundraising events. If you'd like to help, here are some organizations to contact.

SOME (So Others May Eat)

On Thanks giving Day, this organization holds it's annual Trot for Hunger, beginning at 8:30 a.m. at West Potomac Park in Washington, DC. The 5k fun run and family all benefits programs for homeless women, children and men.

Food and Friends

This organization provides meals to support men, women, and children living with HIV/AIDS, cancer, and other life-changing illnesses. Volunteers assemble and deliver Thanksgiving meals.

Capital Area Food Bank

Make a monetary donation or help the Brown Bag program deliver Thanksgiving food baskets to needy senior citizens. This is the largest, public nonprofit hunger and nutrition education resource in the region.

Bread For the City

WHUR DAY (at the Old Post Office Pavilion) is a food drive, cash drive, and telethon to benefit Bread For the City's Holiday Helpings Program, providing Thanksgiving meals to low-income families. Volunteers collect canned food and cash donations and load and unload trucks of food.

Salvation Army- National Capital Area

Donate money or host your own personalized Red Kettle to gather donations from others. The international Christian organization strives to improve the lives of the needy and provide holiday meals.

Washington dc Jewish Community Center

Volunteers prepare the Thanksgiving meal for people in need in the Washington, DC metropolitan area. Bring family and friends to make stuffing, sweet potatoes, green bean casserole, desserts and more.

Turkey Trots in the Washington, DC Area

A variety of organizations sponsor turkey trots, runs and walks to raise money for the needy. Participate on your own or organize a group and get some great exercise at the start of the holiday season.

If you or anyone that you know are in need of assistance this holiday season please send an email to cjames@naipersonnel.com for information regarding organizations in your area.

*“Those who can, do.
Those who can do
more, volunteer”*



A Little Office Humor

What job ads *really* mean:

"Join our fast-paced company" = We have no time to train you.

"Casual work atmosphere" = We don't pay enough to expect that you will dress up; a couple of the real daring guys wear earrings.

"Some overtime required" = Some every night and some every weekend.

"Seeking candidates with a wide variety of experience" = You'll need it to replace the three people who just quit.

"Problem-solving skills a must" = You're walking into perpetual chaos.

"You should check your e-mails often".= I fired you over three weeks ago.