



2010 Internship Program

Summer Program

Volume 9 • Issue 1
Summer 2010

Inside this Issue:

Value of Koss. Co. Inters	1
Intern Overview	1
Intern Breakfast	2
Finance & Insurance	2
Business Etiquette	3
Excel 101	3
Color Coded Personalities	4
Resumes	4
Project Hope	5
Golf Outing & Interviews	6
CEO Intern Luncheon	7
Roster	8
Sponsors	8

KCEDC INTERN COMMITTEE *Mission Statement:*

To provide a means for individuals to expand their leadership goals, obtain business development training, and support community service and volunteerism for the betterment of our area, along with gaining experience in their summer work environment.

Value of Kossuth County Interns = Priceless

The theme of this year's Intern Program is: Value of Kossuth County Interns = Priceless. There are 42 interns at 19 area businesses that are involved in the Kossuth County Economic Development Corporation's Intern Program. The overall goal of the Intern Committee is to provide means for individuals to expand leadership goals, obtain business development training, and support community service and volunteerism for the betterment of our area, along with gaining experience in their summer work environment. The interns are involved in a variety of activities throughout the summer. The events include the Intern Breakfast, Golf Outing, Project Hope, CEO/Intern Luncheon, and several skill-building sessions. Kossuth County interns have the advantage of not only obtaining valuable work experience, but also gaining professional development opportunities that can be used in building successful futures. The interns are extremely grateful for all the individual and business participation and sponsorship for the program.



There is no dollar amount that can represent the effect the Intern Program has on Kossuth County

We also appreciate all the work that the KCEDC Office has put into creating and maintaining the program over the years. The Intern Program has proved to be effective showing young people the many benefits Kossuth County has to offer and encouraging them to return to the area after graduation. There is no dollar amount that can represent the effect the Intern Program has on Kossuth County. The experience gained and the relationships built here are "PRICELESS".

Courtney Streit, Intern KCEDC



Intern Breakfast 2010



Intern Photo: Row 1: Kelly Rouse, Andrew Lauver, Andy Chamra, Dan Stensland, Spense Simonson, Annie Klepper, Christi Johnson. Row: Meredith Meyers, Melanie Myers, Kayla Schiltz, Garrett Elbert, Rebecca Conlon, Amanda Bottjen, Kelsey Politte, Kelsie Koppen, Kali Smith, Courtney Streit, Margaret Nerison. Row 3: Danielle Rahm, April Peterson, Megan Hilbert, Adam Prillip, Ryan Davis, Ryan Hiskins, Mark Garman, Kyle Miller, Kristen Lipps, Cody Ostendorf. Absent from photo: Amber McMahon, Courtney Westling, Heidi Dreyer, Cheng Khang Saw, Caleb Caboth, Olivie Skogerboe, Brigitte Reinig, Nathaniel Keene, Sally Stock, Abby Eischen, Nick Reding, Allison Missal, Emillie Kenne, Allison Zabel

The Kossuth County Economic Development Corporation kicked off the summer with the annual Intern Breakfast on May 25th at the KC Hall. In attendance this year were 24 Interns along with 48 CEOs from local area businesses. As usual, this year's Intern Breakfast was a great success. This event is a great way to have a wonderful meal, meet many new faces, make connections, and learn about the KCEDC Summer Intern Program.

The first speaker was Intern Advisor Ashley (Waller) Meyer from KCEDC. Ashley spoke about what a great opportunity it is to be an intern. She also talked about the events and the programs the interns will be involved with this summer. Another point she talked about was her experience as a former intern in the KCEDC program.

Brenda Clark Hamilton also spoke at the breakfast. She talked about the importance of being a professional inside and out of the workplace. She also discussed the importance of how professional appearance, behavior, and attitude play a huge role of importance in the work field. This skill building speech was very helpful to the interns because it gave them the tools and insights to take into their first experience in a professional work environment.

The goal of the Intern Breakfast is to show the great opportunities Kossuth County as well as KCEDC's summer intern program can offer the interns. Overall, the breakfast was a great success and a wonderful great way to kick off the summer.

Kali Smith, *Intern KCEDC*

Finance and Insurance



On June 15, 2010, Dan Quinlin from Northwest Bank conducted a presentation on credit information to the interns. Dan discussed how to build your credit history, being responsible, and how much credit can affect the intern's future. It is important in today's society for youth to be careful with how many cards they accumulate and, more importantly, that they pay the full balance on time. A credit report today is used more frequently than ever before. A credit score involves many different factors from car loans to bank accounts. Many employers, landlords, and

insurance companies will look at an individual's credit report to see how responsible the person really is. Making payments on all credit cards, loans, and bills in a timely manner is essential to maintain an excellent credit score.

Following Dan's presentation, Justin Davis, along with Laci Erpelding of Pharmacist Mutual Companies, informed the interns about the different types of insurance as well as helpful hints in lowering premiums. Justin talked us through different scenarios that could happen to anyone at any time. Auto insurance is very important to have, but even if someone has great coverage, this does not mean that the other person involved does. They also discussed the importance of renters' insurance, which is very reasonable to purchase ranging anywhere from eighty to one hundred dollars a year. This will cover anything you may lose. Justin and Laci mentioned that by simply asking your insurer about any credits you may be eligible for or increasing your deductibles can help you save money on insurance during these tough economic times we are currently facing.

In today's economy, it is imperative that the youth are financially responsible. It is essential that they also understand how to handle their money. The interns are very thankful to all of the professionals around the area who are willing to help share their "priceless" information.

Meredith Meyers, *Innovations Intern*

BUSINESS ETIQUETTE

Brenda Clark-Hamilton

While enjoying delicious food at the annual Intern Breakfast on May 25th, interns and CEOs had the chance to learn about proper business etiquette. Brenda Clark-Hamilton presented a Power Point presentation entitled *Look the Part, Be the Part: Success Through Your Professionalism*. The main



point of the presentation, "What makes someone professional?", was further divided into three categories: professional appearance, professional behavior, and professional attitude. Brenda Clark-Hamilton discussed each of these three categories in detail giving everyone the chance to learn many new things about professionalism.



Professional appearance is very important in today's workplace society. According to a national survey, two-thirds of executives agreed that employees who wear more professional attire will advance faster in their careers. According to Clark-Hamilton, professional appearance includes all of the following: clothes, grooming, gestures, and postures. Examples of proper and improper work attire were also discussed. Along with professional appearance, professional behavior is also extremely important. Some examples of professional behavior include promptly returning phone calls and emails, using active listening skills, and maintaining a stable and pleasant mood. Again, a national survey of executives revealed that they search social networking sites such as Facebook, MySpace, and Twitter for signs of professional and unprofessional behavior.

Finally, having a professional attitude can help you land a job or advance in your career. Body language and non-verbal communication are indicators of attitude. Positive body language includes eye contact, smiling, and uncrossed arms, while negative body language includes a lack of expression and clenched hands.

After viewing the presentation, it was apparent that professionalism is a very important part of obtaining and advancing in a career. The presentation provided all with valuable information and many things to consider about being professional in the workplace.

Kirsten Lipps, *Intern KCEDC*

Excel 101



On June 8th, seventeen interns attended a class at Iowa Lakes Community College (ILCC) in Algona. At this class, Jody Solbach taught the interns the basics of using Microsoft Excel in an efficient manner. Solbach, an alumnus of the University of Northern Iowa, teaches educational courses related to Microsoft Office for ILCC. Jody graduated in 1989 with a degree in Office Information Systems and with a minor in Training and Development. Solbach mentioned that, most commonly, her students are typically middle-aged to older adults wanting to enhance their computer skills. "Having the interns was a pleasant change in personality," Solbach stated.

Though the class was very basic and simply scratched the surface of the Microsoft's powerful spreadsheet program, everyone went away having learned something no matter what prior knowledge they had. According to Andrew Lauver, an intern at MaxYield Cooperative, "This class was great for introducing Excel's graphing feature, as I know I will need the information for an economics class at Iowa State University next fall."

Within the class, Solbach covered the basics of Excel's interface, including the ribbons and quick-access toolbar located at the top of the page. Also, Jody demonstrated how to utilize Excel's help feature to walk the user through any problem at hand. Later, she explained a few tips and tricks to formatting the spreadsheet, making it user friendly and easy to read. Finally, Jody covered different ways to utilize formulas within the program as well as charting and graphing.

Jody's class will be sure to serve each of the interns well in the future, as it's probable that each of the interns will be likely to use the program in the near future. Whether it be at work this summer or in school next fall, having a brief knowledge of Microsoft Excel is *priceless*.



Andy Chamra, *Intern Max Yield*

color CODED PERSONALITY

On Thursday, June 24th the KCEDC interns took part in a workshop on personality colors. The class, offered through Iowa Lakes Community College, was instructed by Bonnie Ewoldt and was held in the EMS room at Kossuth Regional Health Center.

Interns learned about four different personality types characterized into four colors: Orange, Blue, Gold, and Green. Orange represents an out-going and risk-taking personality. Blue describes a nurturing and compassionate personality. Gold involves organization and structure. Green characterizes an intelligent and perfectionist personality. The participants performed tests and split into groups based on their personality type. The four different groups discussed how they would handle various situations, such as positions of authority, learning environments, leisure activities, and even being scolded. Throughout the session, many people learned more about themselves and felt they fell into more than one color category.

The interns in attendance found that there were a wide variety of personalities among them and sometimes we work better with certain colors in certain situations. Overall, the interns left with the knowledge that we all have different talents and skills that make us who we are, but if we do not understand what motivates others to be successful we are not going to be very productive as a corporation or a team.

Ryan Hoskins, *Intern PHMIC*



RESUME WRITING SKILL BUILDING SESSION

What should you include in your resume? What order should you place the contents? How should you format and design your resume? Local Human Resource Specialists, Rose Kain and Crystal Drake, answered these and many other important questions about creating and formatting a professional resume. The skill building session was held on Tuesday, June 28th at KCEDC.

The interns learned that a resume is basically a self-assessment on paper. It provides you with a chance to “sell yourself.” According to the Human Resource Specialists, minimal time is spent looking over a resume, so it is extremely important to include all of the necessary contents. Resumes need to be formatted correctly and include information within the essential content that stands out to the employer. By accomplishing all of these things, a resume can help you “get your foot in the door” at the company and can advance you to the interview stage.

A professional resume should include your skills and abilities, education, work experience, and extracurricular activities. However, it is important that the contents of a resume follow a certain order so that it is easier for the employer to read it. Contact information should be placed at the top, followed by your objective or summary, education, work experience, and finally extracurricular activities and other information. Contrary to popular belief, the interns learned that references should not be included on the resume. Instead, you should note at the bottom of the paper, “references furnished upon request.” You could also include a separate page with your references listed to be included with your resume.

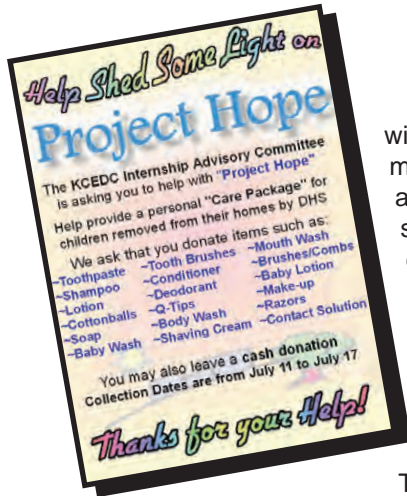
As important as content, formatting and design can make or break your resume. Resumes should be printed on white or off-white letter-sized paper. Employers look down upon decorative typefaces as well as resumes that include more than one typeface. Use a legible font that is appropriately sized. Finally, if you are sending your resume by mail, make sure to use a large envelope and do not fold it!

The Resume Writing Skill Building Session was very valuable, and many of the interns' questions were answered. Human Resource Specialists, Rose Kain and Crystal Drake, presented the topic very well and gave real-life experiences about how resumes can have both positive and negative effects when applying for a job.

Kirsten Lipps, *Intern KCEDC*



PROJECT HOPE



For the past five years, the Kossuth County Economic Development Corporation with the help of the Kossuth County Intern Advisory Committee has asked for the community's help with Project Hope. Donations of personal hygiene and household items are collected at various businesses throughout the entire county. The impact of this service project greatly influences the aid that the Department of Human Services can give to children and teens removed from their homes in Kossuth County. DHS and area schools rely on these donations to distribute the individual "care packages" created by the Kossuth County Interns.

Donations were collected from July 11-17, 2010. The Intern Advisory Committee met with the Kossuth County Board of Supervisors on July 6th during their weekly meeting at the Court House. The board signed the proclamation and officially announced the week Project Hope Week.

The generosity shown again this year was amazing, with hundreds of items being donated. The Intern team bagged the items into the individual care packages and delivered them to local schools, churches, and the Department of Human Services on July 20, 2010.

On behalf of Kossuth County Economic Development Corporation and the Intern Program, we would like to extend our most sincere thank you to all who helped make Project Hope a success.

Kelsie Koppen, *Intern PHMIC*



FORE!

10th Annual Intern Golf Outing

The 10th Annual Intern Golf Outing was held on Friday, July 16th, at the Whittemore Golf Course in Whittemore, Iowa. The event was a wonderful opportunity for interns to converse with CEO's and business leaders from around the county over an enjoyable round of golf. When asked about the experience, Andy Chamra said, "This was a great opportunity for me to ask questions to business leaders. Such as, how they have moved into the positions they currently hold in their companies and what it takes to be the leader of a company." In addition, each intern was fortunate enough to receive a gift bag from generous businesses around the county for participating in the tournament.

There were many prizes which were awarded to Megan Hilbert and Ryan Hoskins who had the longest drives, Kali Smith and Andy Chamra for longest putt, and Kali Smith and Andrew Lauver for closest to the pin. Prizes were also awarded to Heidi Dreyer and Cheng Khang Saw for highest score and Ryan Hoskins and Adam Prillip who finished with the lowest scores. After a great morning of golf, the interns were able to enjoy sack lunches provided by the clubhouse. We would like to give a special thank you to the many businesses that donated prizes this year. Overall, the golf outing was a great success and we look forward to participating in it again next year.

Andrew Lauver, *Intern Max Yield*



MOCK INTERVIEWS

On Tuesday, June 29th, the Kossuth County Interns had the opportunity to meet with local Human Resource professionals for mock interviews. Crystal Drake and Rose Kain conducted the interviews and gave interns valuable feedback regarding the importance of a firm handshake, truthful answers, and areas to highlight. The interns were fortunate to meet with professionals and receive comments immediately. Professional attire, confidence, eye contact and advance preparation are keys to a successful interview. Crystal and Rose suggested the interns write down questions for the company before the interview so they do not forget when the time presents itself. Researching the company ahead of time can set one apart from other applicants because it shows qualities such as initiative and ambition that the company is looking for. With the work force becoming more competitive, the interns are grateful for the time donated by Crystal and Rose to help them obtain a competitive advantage.

Heidi Dreyer, *Intern PHMIC*



Intern/CEO LUNCHEON

"The value of Kossuth County Interns: Priceless." This was the 2010 theme for the Intern/CEO Luncheon. Interns and CEO's of Kossuth County came together on July 21st at the KC Hall. This luncheon gave the interns a great opportunity to ask area business leaders questions regarding potential areas of workforce within Kossuth County, what employers are really looking for in new employees they hire, as well as possible connections and networking experiences to aid in the intern's future endeavors.

The CEO Luncheon is an event planned and organized solely by the Interns. The Intern committee worked very hard creating and designing the event around the "Priceless" theme. The interns also gave a Power Point presentation highlighting the "priceless" activities and information the interns have gained over the summer. A meal of delicious Whittemore Legion Burgers was served and generously donated by Stuart Simonson, which helped make the event a great success!

Meredith Meyers,
Intern Innovations Salon & Spa



Value: PRICELESS
Kossuth County Intern Program
Summer 2010





2010 Summer Internship Roster

Algona Publishing

Becky Conlon
Elbert Chevrolet
 Garrett Elbert
Caddyshack
 Allison Missal
Central Financial Group
 Nick Reding
Farmers State Bank
 Nathaniel Kenne
 Kelly Rouse
ILEC
 Caleb Caboth
 Brigitte Reinig
 Olivie Skogerboe
Innovations Salon
 Meredith Meyers
KCEDC
 Kirsten Lipps
 Spense Simonson
 Kali Smith
 Courtney Streit
Klepper & Trainer
 Annie Klepper
KLGA
 Kyle Miller
Kossuth Co. Auditor
 Abby Eischen
KRHC
 Amanda Bottjen
 Megan Hilbert
 Emilie Kenne
 Melanie Myers
 April Peterson
 Danielle Rahm
Kuehl & Payer
 Adam Prilipp
Max Yield Cooperative
 Andrew Chamra
 Andrew Lauver
 Cody Ostendorf
 Dan Stensland
Murphy Brown
 Allison Zabel

Northwest Bank

Mark Garman
 Kayla Schiltz
Peterson & Lipps
 Christi Johnson
Pharmacists Mutual
 Ryan Davis
 Heidi Dreyer
 Ryan Hoskins
 Kelsie Koppen
 Amber McMahon
 Margaret Nerison
 Kelsey Politte
 Cheng Khang Saw
 Courtney Westling
Titonka Savings Bank
 Sally Stock

Intern Advisory Committee

Heidi Dreyer – Co Chair
Kali Smith – Co Chair
 Andy Chamra
 Megan Hilbert
 Annie Klepper
 Kelsie Koppen
 Andrew Lauver
 Kirsten Lipps
 Meredith Meyers
 Margaret Nerison
 Danielle Rahm
 Kelly Rouse
 Spense Simonson
 Amber Streit
 Courtney Streit
CEO/Intern Luncheon
 Heidi Dreyer – Co Chair
 Kali Smith – Co Chair
Project Hope
 Kelsie Koppen – Co Chair
 Kirsten Lipps – Co Chair

Newsletter

Meredith Meyers-Co Chair
 Courtney Streit – Co Chair
Golf Outing
 Andy Chamra – Co Chair
 Andrew Lauver -Co Chair

Career Intern Committee

Bob Jennings - Chair
 Dan Quinlin
 Laci Erpelding
 Kathy Nelson
 Brien Rindone
 Nick Roethler
 Jen Sadler
 Tascha Wykoff

\$100 Hole Sponsors

Aluma
 AMU
 Elbert Chevrolet
 Farmers & Traders Bank
 Farmers State Bank
 Iowa State Bank
 Motor Inn
 Northwest Bank
 Pharmacists Mutual
 Security State Ban

THANKS TO OUR 2010 SPONSORS:

Algona Aquatic Center
 Algona Municipal Utilities
 Algona Publishing
 Allure Salon
 Aluma KLM
 Berte's Back Nine
 Buscher Bros. Corporation
 Cinco De Mayo
 Citizens Comm. Credit Union
 Community Lumber
 Curves for Women
 Daily Grind
 Dairy Queen
 Elbert Chevrolet
 Erpelding, Voigt & Co.
 Fareway
 Farm & Home Services
 Farmers & Traders Bank
 Farmers State Bank
 Fridley Theatres
 Godfathers
 Good Samaritan Society
 Hy-Vee
 Innovations
 Iowa State Bank
 Jim Gage, CPA
 Kemco Tires Inc.
 KOFAB
 Kuehl & Payer
 Maggie B's
 MaxYield Cooperative
 Motor Inn
 Murphy – Brown, LLC
 North Iowa Lumber
 Northwest Bank
 Northwest Communications
 Oakcrest Funeral Services
 Pharmacists Mutual
 Pitchers
 Premier Pizza
 Primetime Restaurant / ACC
 ProAdvantage
 Redings Gravel
 River Road Golf Course
 Roethler Electric
 Security State Bank
 Snap-On
 Sportsman's Corner
 Subway
 The Market
 Thul Law Firm
 Water Connection
 Whittemore Golf Course
 YMCA

