The Cost of Living Index

The following is a selection of cities where many graduating students accept offers. The cost of living index is based on the composite price of groceries, housing, utilities, transportation, health care, clothing and entertainment in each city listed. Use the calculation to compare salaries in different cities. For further information about the data below, please refer to www.bestplaces.net/cost-of-living.

To compare information from other sources, refer to these websites: www.salary.com and www.homefair.com/real-estate/salary-calculator.asp.


City #1 × Salary = $_______

City #2

What is the New York City equivalent of a $50,000 salary in Chicago?

New York City 168 × $50,000 = $81,553

Chicago 103
Qualities Desired in New College Graduates

By Businesses, Industries and Government Agencies

Committed to excellence
Open-minded, willing to try new things

Leadership Skills
Organizational skills and attention to detail
Accepts and handles responsibilities
Action-oriented and results-driven
Loyal to employers
Customer-focused
Team-spirited, understands group dynamics
Always willing to help others
Mature, poised and personable
Diversity aware; treats others with respect and dignity

Knowledge of Computers
Established word processing, spreadsheet, database and presentation software skills
Excellent computer literacy
Firm understanding of mobile computing
Networking in its many forms: social, face-to-face and technological
Programming experience a plus

Communications Skills
Good writing skills
Excellent oral communication skills
Listens well; compassionate and empathetic
Excellent problem-solving and analytical skills
Creative and innovative

Oriented to Growth
Acceptance of an entry-level position;
doesn't view required tasks as "menial"
Academic excellence in field of study
Views the organization's total picture, not
just one area of specialization
Willing to accomplish more than required

Energy, Drive, Enthusiasm and Initiative
Hard-working, disciplined and dependable
Eager, professional and positive attitude
Strong self-motivation and high self-esteem
Confident and assertive, yet diplomatic and flexible
Sincere and preserves integrity
Ambitious and takes risks
Uses common sense

Adapts Textbook Learning to the Working World
Quick learner
Asks questions
Analytical, independent thinker
Willing to continue education and growth

American RENOLIT Corporation

American RENOLIT Corporation, a subsidiary of RENOLIT SE, Worms, Germany, is a leading 70-year producer of thermoplastic films that employs approximately 4,300 people and operates more than 30 sites worldwide.

Located in La Porte, Indiana, we are the leading manufacturer of Vinyl and Polyolefin films and products. Our films are of the highest quality and are used in self-adhesive applications (signage), furniture surface applications, in addition to various other applications.

We offer a full benefit package including Medical/Dental/Vision Insurance, Life Insurance, 401(k) with Company Match, Paid Vacation, Paid Holidays (8 days per year), Education Assistance, and an Employee Assistance Program.

High-quality plastic films are our passion and our profession. We are constantly looking for ways of making life more pleasant, of better protecting the environment, and remaining economically successful.

If such goals also inspire you, we are the place to be.


Marketing Your Liberal Arts Degree

A sampling of the wide range of positions filled by liberal arts graduates:

Accountant
Administrative assistant
Advertising account executive
Air traffic controller
Artist
Auditor
Bank manager
Business systems analyst
Buyer
Child support enforcement officer
Claims examiner
Communications specialist
Computer specialist
Copywriter
Counselor
Customer service representative
Editor
Employee relations specialist
Engineer
Engineering manager
Financial consultant
Graphic designer
Hotel manager
Human resource specialist
Industrial designer
Interpreter/translator
Journalist

Conduct in-depth research on any companies that appeal to you, and try to match their needs to your wants.

Once you have answered those questions, look at possibilities for matching your interests with a job. There are more options than you might think. Don’t get stuck on titles. For instance, if you want to be an autonomous problem-solver, someone with good communication skills who can do a good job of synthesizing sources (as in writing term papers), forget about the titles and look at the job descriptions. Management consultants, career specialists, personnel managers, teachers or trainers within organizations and schools are just a few options.

As a liberal arts major, you have to do much more work in terms of researching different job markets and finding out where there is a demand. Conduct in-depth research on any companies that appeal to you, and try to match their needs to your wants. You must be specific, however. It is possible to be too general, too open and too flexible.

To be successful, you should combine your long-term vision with short-term specificity. Present yourself to your potential employer as someone who both understands the broad goals of the company and has the ability to grow and contribute in the long run. But most importantly, show how you can excel in that specific job.
International Students and the Job Search

If you are an international student, you should do the following:

1. Network with your professors, reading industry publications and attending professional meetings and regional conferences.
2. Attend campus career fairs and company information sessions.
3. Work with the career services staff to develop your job search skills.
4. Develop your transferable skills and incorporate them on your resume and during your interview.
5. Research the company and position you are interviewing for.
6. Practice your English language skills.
7. Prepare for your interview and be confident in your responses.
8. Follow up with the employer after the interview.

Transferable Skills

Transferable skills are also known as soft skills or general skills and are skills that are applicable to any job or industry. They are skills that you have gained through your education, work experience, or personal experiences. These skills are often the most important factor in landing a job.

Identifying Transferable Skills

To identify your transferable skills, you can use the following steps:

1. Make a list of your transferable skills.
2. Identify your transferable skills based on your education and work experience.
3. Use transferable skills in your resume and interview.
4. Practice your transferable skills in your daily life.

Using Transferable Skills in the Job Search

To use your transferable skills in the job search, you can:

1. Include your transferable skills in your resume.
2. Use your transferable skills in your interview.
3. Practice your transferable skills in your daily life.
4. Network with people who have transferable skills.

Additional Tips to Help Identify Your Transferable Skills

1. Review your list of transferable skills with someone in your field to help you identify additional transferable skills.
2. Use a major job posting website to find jobs that require transferable skills.
3. Attend career fairs and company information sessions to learn about transferable skills from companies.

Written by Rosita Smith

Purdue University Northwest

www.pnw.edu/career-center
Too long. Most new graduates should restrict their resumes to one page. If you have trouble condensing, get help from a technical or business writer or a career center professional.

Typographical, grammatical or spelling errors. These errors suggest carelessness, poor education and/or lack of intelligence. Have at least two people proofread your resume. Don’t rely on your computer’s spell-checkers or grammar-checkers.

Hard to read. A poorly typed or copied resume looks unprofessional. Use a plain-typeface, no smaller than a 12-point font. Asterisks, bullets, underlining, boldface type and italics should be used only to make the document easier to read, not fancier. Again, ask a professional’s opinion.

Too verbose. Do not use complete sentences or paragraphs. Say as much as possible with as few words as possible. A, an and the can almost always be left out. Be careful in your use of jargon and avoid slang.

Too sparse. Give more than the bare essentials, especially when describing related work experience, skills, accomplishments, activities, interests and club memberships. Including membership in the Society of Women Engineers, for example, will give employers important information. Including accomplishments, activities, interests and club memberships should be used only to make the document easier to read, not fancier. Again, ask a professional’s opinion.

Research the company. Read whatever literature the company has placed in the career library. For additional information, call the company. Ask for any literature it may have, find out how the company is structured and ask what qualities the company typically hires.

Research the position. The three Rs of resume writing are Research, Research, Research. You must know what the prospective company does, what the position involves and whether you will be a fit before submitting your resume. And that means doing research—about the company, about the position and about the type of employee the company typically hires.

The Three Rs

The Three Rs of resume writing are Research, Research, Research. You must know what the prospective company does, what the position involves and whether you will be a fit before submitting your resume. And that means doing research—about the company, about the position and about the type of employee the company typically hires.

Research the company. Read whatever literature the company has placed in the career library. For additional information, call the company. Ask for any literature it may have, find out how the company is structured and ask what qualities the company generally looks for in its employees. Ask if there are openings in your area, and find out the name of the department head and give him or her a call. Explain that you are considering applying to their company, about the position and about the type of employee the company typically hires.

Research the position. The more you know about the position, the better able you will be to sell yourself and to target your resume to that position. If possible, interview someone who does that same job. In addition to finding out the duties, ask if there is on-the-job training, whether they value education over experience (or vice versa) and what kind of turnover the department experiences. Ask what they like about the position and the company; more important, ask what they don’t like about it.

Finally, research yourself. Your goal is not just to get a job. Your goal is to get a job that you will enjoy. After you find out all you can about the company and the position, ask yourself honestly whether this is what you really want to do and where you really want to be. The odds are overwhelming that you will not hold this position for more than two or three years, so it’s not a lifetime commitment; however, this first job will be the base of your lifetime career. You must start successfully so that future recommendations will always be positive. Furthermore, three years is a long time to spend doing something you don’t like, working in a position that isn’t challenging or living somewhere you don’t want to live.

One last word of advice: Before you go to the interview, review the version of your resume that you submitted to this employer. The resume can only get you the interview; the interview gets you the job!
Power Verbs for Your Resume

**Bullets Formula**

**Skill Statements**

**POWER VERB (SKILL) + IDENTIFIABLE TASK + PURPOSE/METHOD/RESULT**

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Why did you do it?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Did you engage students?</td>
</tr>
<tr>
<td></td>
<td>Did you reduce water leakage?</td>
</tr>
<tr>
<td></td>
<td>Did you design and implement latches?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Method</th>
<th>How did you do it?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Collected data using a high speed infrared camera</td>
</tr>
<tr>
<td></td>
<td>Performed gear mapping for transmissions</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Result</th>
<th>What happened because of what you did?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Designed and implemented latches for condensation vents</td>
</tr>
<tr>
<td></td>
<td>Reduced water leakage</td>
</tr>
</tbody>
</table>

The following lists are divided into categories to facilitate your ability to identify some great, active verbs to make your resume stand out. Begin each of your descriptive lines with a power verb. Keep the tenses consistent using past verbs for past experiences and present verbs for the current ones.

### Working with PEOPLE:
- Plan
- Present
- Promote
- Proofread
- Publicize
- Relate
- Relay
- Report
- Review
- Revise
- Summarize
- Syndicate
- Translate
- Transcribe

### Teaching/Aiding
- Advise
- Correct
- Counsel
- Demonstrate
- Display
- Encourage
- Enlist
- Ensure
- Grade
- Guide
- Influence
- Instruct

### Public Relations
- Advertise
- Advocate
- Attend
- Coordinate
- Convince
- Dispense
- Disseminate
- Distribute
- Fundraise
- Influence
- Launch
- Lobby
- Persuade

**Publicize**
- Publish
- Recruit
- Screen
- Sell
- Service
- Target

### Interpersonal Relations
- Accommodate
- Adapt
- Anticipate
- Assist
- Bargain
- Care
- Coach
- Collaborate
- Confer
- Confront
- Consult
- Converse
- Cooperate
- Critique
- Develop
- Encourage
- Familiarize
- Form

**Foster**
- Fulfill
- Implement
- Inform
- Interact
- Intervene
- Join
- Listen
- Litigate
- Mediate
- Motivate
- Negotiate
- Participate
- Partner
- Provide
- Recommend
- Reconcile
- Rebuild
- Reparate
- Represent
- Resolve
- Suggest

**Comply**
- Contribute
- Create
- Deliver
- Determine
- Discover
- Dissect
- Evaluate
- Explore
- Examine
- Formulate
- Gather
- Identify
- Inspect
- Investigate
- Locate
- Model
- Obtain
- Pinpoint
- Prepare
- Prioritize
- Research
- Specify
- Survey
- Test
- Trace

### Numbers/Finance
- Abstract
- Account
- Add
- Appraise
- Audit
- Budget
- Calculate
- Collect
- Compute
- Decrease
- Determine
- Divide
- Enter (data)
- Estimate
- File
- Finance
- Formulate
- Increase
- Insure
- Inventory
- Invest
- Market
- Maximize
- Minimize
- Multiply

### Process
- Project
- Purchase
- Record
- Reduce
- Resolve
- Solve

### Organization
- Appraise
- Apply
- Arrange
- Balance
- Catalog
- Categorize
- Connect
- Coordinate
- Define
- Edit
- Establish
- Facilitate
- File
- Group
- Incentivize
- Issue
- Modify
- Orchestra
- Organize
- Overhaul
- Place
- Prepare
- Program
- Quality
- Reorganize
- Reserve
- Schedule
- Sort

### Creating/Generating
- Activate
- Complete
- Conserve
- Contract
- Create
- Discover
- Draft
- Draw
- Engineer
- Execute
- Expand
- Generate
- Inaugurate
- Launch
- Modify
- Mold
- Reconstruct
- Synthesize
- Transform
- Unite

### Working with IDEAS:
- Development
- Adjust
- Compose
- Develop
- Device
- Guide
- Implement
- Innovate
- Invert
- Present

### Creating/Generating
- Activate
- Complete
- Conserve
- Contract
- Create
- Discover
- Draft
- Draw
- Engineer
- Execute
- Expand
- Generate
- Inaugurate
- Launch
- Modify
- Mold
- Reconstruct
- Synthesize
- Transform
- Unite

### Working with THINGS:
- Development
- Assemble
- Build
- Customize
- Design
- Enlarge
- Format
- Function
- Generate
- Improve
- Install
- Manufacture
- Navigate
- Operate
- Operate

### Working with DATA:
- Research/Analysis
- Acquire
- Analyze
- Classify
- Collate
- Collect

### Working with NUMBERS/FINANCE:
- Abstract
- Account
- Add
- Appraise
- Audit
- Budget
- Calculate
- Collect
- Compute
- Decrease
- Determine
- Divide
- Enter (data)
- Estimate
- File
- Finance
- Formulate
- Increase
- Insure
- Inventory
- Invest
- Market
- Maximize
- Minimize
- Multiply

### Change
- Check
- Contribute
- Cover
- Decide
- Define
- Design
- Effect
- Eliminate
- Emphasize
- Establish
- Facilitate
- Forecast
- Found
- Navigate
- Offer
- Perform
- Propose
- Refer
- Referee
- Register
- Reinforce
- Resolve
- Respond
- Retrieve
- Save
- Select
- Serve
- Set
- Simplify
- Study
- Take
- Travel
- Use
- Win

### Weak Verbs
- Do Not Use
- Aid
- Assist
- Deal
- Enhance
- Gain
- Handle
- Help
- Receive
- Responsible for
- Seek Out
- Set Up
- Tolerate
- Understand
- Work With

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RESUME

ELLA TRICAL
111213 Engineering Blvd. Westville, IN 46391
219-555-1212  |  ellatrical@pnw.edu

OBJECTIVE
To obtain a summer internship in electrical engineering that will provide challenging opportunities and has the potential for long-term career growth and professional development.

EDUCATION
Purdue University Northwest
Master of Science, Electrical & Computer Engineering: Expected May 2018
Bachelor of Science, Computer Engineering: December 2013

Relevant Courses

PROJECTS
Senior Design Project, Team Leader August 2013-December 2013
Designing and implementing a robotic arm that can be attached to a wheelchair which assists in the normal day-to-day activities of the user

Robotics Project, Team Member January 2013-May 2013
Designed and assembled electronic components on remote control robotic car

COMPUTER SKILLS
Languages:
C/C++, HTML, VHDL, MATLAB

Circuit Simulation & HDLS:
Altera MAX-Plus II & Quartus, VHDL & Verilog HDL, PSpice

Databases:
SQL, Dbase, FOXPRO

Operating Systems & Office Suites:
MS Windows, Mac OS X, MS Office

Image Editors:
Adobe Photoshop, Macromedia Fireworks

EXPERIENCE
Purdue University Northwest, Westville, IN  September 2016 – Present
Engineering Intern, Department of Electrical & Computer Engineering
- Restoring a small scale steel rolling mill as an independent project/internship
- Troubleshooting mechanical flows of system and modify conveyor belt
- Designing schematics of steel rolling mill machinery using PSpice

ACTIVITIES
Member, IEEE
Member, National Society of Black Engineers

TRUE LEE GNU
2200 169th Street, Munster, IN 46307
219-555-1212  |  tgnu@pnw.edu

OBJECTIVE
Seeking a part time position on campus that will enhance and contribute to skills that will be critical to my future career endeavors

EDUCATION
Bachelor of Arts, Sociology: Expected May 2021
Purdue University Northwest, Hammond, IN

LEADERSHIP EXPERIENCE
Purdue University Northwest, Hammond, IN
Secretary – Criminal Justice Club (Fall 2017 - Present)
- Collaborate with faculty, staff and student body to create activities and programming regarding state and federal government justice systems
- Organize guest speaking events and tours of local law enforcement agencies

Crown Point High School, Crown Point, IN
Vice President – Student Council (2015 - 2017)
- Assisted Board with decisions regarding student body policies and procedures
- Prepared presentations for school administration review

Class Treasurer (2014 - 2015)
- Delegated funds for activities and fundraisers
- Calculated activity expenses
- Collected money from fundraisers and prepared intake statements for bookkeeper

ACTIVITIES
Member, Women’s Softball Team (Fall 2017 - Present)
Volunteer, American Red Cross (Fall 2016 - Present)

COMPUTER SKILLS
Proficient in Microsoft Office (Excel, Outlook, PowerPoint, Word)
Skilled in Adobe Pro
Resume Sample–Nursing

JUANA B. ANURSE
12345 Healthy Way, Crown Point, Indiana | (219) 555-2468 | anurse@pnw.edu

EDUCATION & LICENSURE

Purdue University Northwest, National League for Nursing, Center of Excellence in Nursing Education
Bachelor of Science Nursing, Candidate Expected May 2018
Hammond, Indiana
GPA: 3.27/4.0

CERTIFICATIONS: American Heart Association CPR, AED & First Aid Earned August 2016

ONLINE CHARTING EXPERIENCE: Epic, Sunrise, Cerner

LICENSURE: Indiana State Board of Nursing Expected June 2018

CLINICAL EDUCATION EXPERIENCE

Senior Capstone Research Project, Northwestern Memorial Hospital XX hours
Neonatal, Ann & Robert H. Lurie Children's Hospital of Chicago XX hours
Medical Surgical, University Of Chicago Medicine XX hours
Psychiatric Care Unit, Mercy Medical Center XX hours
Pediatric Emergency Care, Ann & Robert H. Lurie Children’s Hospital of Chicago XX hours
Critical Care Unit, Porter Regional Hospital XX hours
Emergency Care, Rush University Medical Center XX hours
Inpatient Long Term Rehabilitation, Community Hospital XX hours

RELEVANT EXPERIENCE

Nursing Extern, Franciscan Community Hospitals September 2017 to December 2018
• Took vital signs and performed routine medical assessments
• Monitored patients and prepared patient care plans

Certified Nursing Aide, Golden Living Centers April 2015 to September 2017
Valparaiso, Indiana
• Assisted patients with activities associated with daily living
• Stocked and managed inventory of medical supply room
• Greeted patients and families, assisted nursing staff with scheduling of patients

VOLUNTEER EXPERIENCE

First Aid Station, Chicago Marathon October 2016, 2017
• Provided first aid care to marathon participants

Volunteer, No One Dies Alone (NODA), Heartland Hospice November 2017
• Provided companionship to those within 72 hours of end of life

Volunteer, Our House of Chicago December 2017
• Assist with food preparation, assistance with daily living needs of HIV infected adults

ADDITIONAL WORK EXPERIENCE

Server, Buffalo Wild Wings, Hammond, Indiana June 2015 to Present

Resume Sample–Education

ED U. CATOR
1234 Main Street, Hammond, IN 46323
219-555-5555
Education@pnw.edu

OBJECTIVE
Seeking a full time position as a middle school math instructor.

EDUCATION
Bachelor of Arts, Secondary Education: May 2017
Purdue University Northwest

Certified in Indiana – Indiana Professional Educator’s License No: 123456

RELATED EXPERIENCE

Harding Elementary School, Hammond, IN Fall 2016-Present
Student Teacher
• Developed and implemented lessons for 7th grade students over a 15-week period
• Assessed students on mastery of math, science, language and reading
• Participate in extracurricular activities to learn more about the profession and build bridges with parents by showing student support

Volunteer Reading Tutor Spring 2014-Present
• Worked with struggling first grade students on developing alphabet and lettersound recognition skills
• Created and develop activities and lessons based on individual student needs
• Contributed to successful reading experiences allowing students to gain confidence and build skills

School City of Hammond, Hammond, IN Fall 2015-Fall 2016
Substitute Teacher
• Managed classrooms for grades 6-8
• Instructed students on various topics as directed by classroom instructor

Purdue University Northwest, Hammond, IN Spring 2015
Math Tutor – Boys and Girls Club of Northwest Indiana
• Provided math instruction for students ranging from grades 2-6
• Taught mathematics concepts such as measurements, fractions, and decimals

Town of Highland, Highland, IN Spring 2013-Spring 2015
Title One Tutor
• Tutored small groups and individual students in various subjects
• Instructed ESL students for student for two years
Resume Sample–Business

MARK ATTING
9876 Sales Street, Merrillville, Indiana 46410 (219) 555-5432 Atting@pnw.edu

OBJECTIVE
Seeking a position in sales and marketing where the utilization of acquired education, interpersonal skills, and past experience can be applied to benefit company growth and success.

EDUCATION
Purdue University Northwest, Hammond, Indiana
Bachelor of Science Candidate in Business, Concentration in Marketing  Expected May 2020
GPA: 3.5/4.0

SKILLS
Proficient in MS Office, Adobe Photoshop, Illustrator, WordPress
Basic knowledge of HTML

INTERNSHIP EXPERIENCE
Staff Source, East Chicago, Indiana  Fall 2016 to Present
Marketing Intern
• Develop and implement new marketing strategies to increase company exposure and name
• Assist sales staff as needed with special promotional events and projects
• Modified business website using WordPress
• Produced informational and promotional materials utilized by sales team

LEADERSHIP & PROJECT EXPERIENCE
Purdue University Northwest Marketing Club  August 2019 to Present
President
• Plan and organize events related to the field of marketing for peers
• Develop strategies to raise funds for club projects and initiatives
• Work with faculty to promote networking opportunities for marketing students

The Pioneer, Purdue University Northwest Hammond, Indiana  March 2017 to Present
Advertising Sales & Design
• Plan, organize and design advertisement layout for student newspaper publication
• Design advertising for outside companies and organizations
• Identify key local organizations and encourage them to promote their businesses through advertising sales

ADDITIONAL WORK EXPERIENCE
T-Mobile, Hammond, Indiana  May 2016 to Present
Retail Sales Representative
• Maintain and grow existing customer base
• Market and sell to meet and exceed assigned sales quotas
• Provide high levels of customer service, including conflict resolution and customer complaints
• Train new employees on policies and procedures

ACTIVITIES & HONORS
Member & President, PNW Marketing Club  August 2017 to Present
Volunteer, Charity Event Committee Board, B-Ball for a Cause, Purdue University Northwest  2017
Student Member, American Marketing Association  2017 to Present
Deans List  2017, 2018
Semester Honors  2017, 2018

Resume Sample–Sciences

Allen Chemist
2241 Austin Road Highland, Indiana 46322 (219) 555-3579 | alchemist@pnw.edu

OBJECTIVE
Seeking a challenging chemistry internship that will utilize acquired education and provide an opportunity for professional growth and advancement.

EDUCATION
Bachelors of Science Candidate, Chemistry, Concentration in Material Science  Expected May 2018
Purdue University Northwest, Hammond, Indiana
GPA: 3.25/4.0

SKILLS & RELEVANT COURSEWORK
Materials Science
Analytical Chemistry I & II
Organic Chemistry I & II
Inorganic Chemistry I & II
Physical Chemistry I & II
Catalysis

RESEARCH EXPERIENCE
Study of Estrogen Receptor Hormone Binding Domain  August 2017 to Present
Purdue University Northwest, Hammond, Indiana
• Run fluorescence spectroscopy titrations to determine protein binding patterns
• Responsible for calibration of laboratory equipment and cleanliness
• Presently working on determining receptor’s free (unbound) structure

Polymer Synthesis Group Project  August 2017 to Present
Purdue University Northwest, Hammond, Indiana
• Group project tasked with design of experiments and testing of polymer substances
• Research polymers, plastics and their chemical properties
• Create a polymer of desired elasticity within a given time period

LABORATORY EXPERIENCE
Physical Methods of Biochemistry  Spring 2017
Purdue University Northwest, Hammond, Indiana
• Gel electrophoresis with PAGE and BME using sample protein and evaluation of bromophenol blue stain

Organic Chemistry Lab Course  Fall 2017
Purdue University Northwest, Hammond, Indiana
• Purified and conducted qualitative analysis of volatile organic compounds via steam distillation, TL chromatography, gas chromatography, liquid-liquid extraction, and fractional distillation and recrystallization

ADDITIONAL WORK EXPERIENCE
Chemistry Lab Assistant  August 2016 to December 2016
Purdue University Northwest, Hammond, Indiana
• Set up lab equipment and conducted in-class demonstrations for introductory chemistry and organic chemistry classes
• Mixed and stored 4-5 chemical compounds used for demonstrations on a bi-weekly basis

EXTRACURRICULAR ACTIVITIES
Student Member, American Chemical Society  October 2016 to Present
Purdue University Northwest, Hammond, Indiana
Preparing Your Cover Letter

After countless hours constructing your resume, don’t treat your cover letter as an afterthought. It is recommended to send a cover letter, whether it is requested or not. Your cover letter is an opportunity to have a conversation with the employer, and illustrate the reasons why you feel you are qualified for the position you are seeking.

Formatting your Cover Letter

- A cover letter should be formatted in a traditional business letter format.
- Your full address is presented at the top of the page, followed by the date.
- You can substitute your resume header for your address on a cover letter.
- Below your information, place the employer’s name and mailing address.
- The best letters are addressed to the intended reader, not an unnamed individual.
- Paragraphs should rarely be more than seven sentences.
- The salutation should be addressed to a specific person, followed by a comma, not a comma.
- The closing should allow 3-4 lines for a handwritten signature.

Research the Company and Industry

Research the employer and industry, and make connections between their needs and your skills, knowledge, and abilities. Don’t hesitate to dig deep, annual and fiscal reports can provide a hint about the employer’s goals and needs. If every other sentence begins with “I” or “My,” this is an indication that you need to refocus on the goals of the employer.

CAR – Challenge, Action, Result

Too often, cover letters are equated to resumes. They are actually more similar to interviews. When writing, assume that you are answering the interview question, “Tell me about yourself,” and why you would be a good match for this position. A cover letter can be compared to an interview. Introduce yourself, draw connections between your experiences and the position, and encourage the employer to get to know you in a way that a resume’s format does not allow. A well-written body of a cover letter allows the employer to feel as though they have met you, and understand your passion for their field, company and position.

Tailoring your Cover Letter

As cover letters can be more personal and conversational than a resume, it is even more important not to use “canned” cover letters. Although using a generic cover letter may save you time in the application period, your resulting job search will take much longer. Think of it from the employer’s perspective: A letter that is broad enough for use for multiple jobs will not give him/her the detail necessary to make a hiring decision. Ensure that you utilize your cover letter to expand upon details in your resume, and not just repeat them.

Reprinted with permission from New Mexico State University’s 2014-2015 Career Planning Guide.

Tips for Success in Any Business Situation

When in doubt, dress conservatively.

A suit with appropriate accessories will suffice in most situations. Make sure your attire is wrinkle-free. Stick with solid colors, tighter-woven fabrics and simple patterns. Use only a modest amount of jewelry and/or fragrance.

Check your hair for wind “damage” and your suit for lint or misalignment upon arrival at your interview or event. This will prevent that horrible broccoli-in-between-the-teeth thing, too!
How to Prepare for Video Interviews

Know the Program
Oovo, Skype, HireVue. The list goes on and on. Before your interview, make sure you’ve played around with the program enough to know how it works.

Test the Connection
Do you have a readily available power source? Is the wifi signal strong? Do you have access to a phone, and it’s a cell phone, strong service? Even if everything is checked beforehand, technology can still fail you. Make sure you have the interviewer’s phone number, just in case!

Position & Posture
Do you look at yourself on the screen, or talk directly into the camera? Does your posture present you as casual and relaxed, or confident and poised? Be sure to practice your positioning and posture prior to the interview!

Ambiance
Dress professionally, silence distractions (i.e. cell phones, pets, roommates, etc.), and avoid situating yourself in front of any noisy backgrounds. Also avoid harsh backlight that will turn you into a silhouette.

Brand Yourself
Just like the email address on your resume or the message on your voicemail—be professional. Be sure the username used for your virtual professional. Be sure the username used for your virtual interview represents you as a mature and polished candidate.

Informational Interviews

One of the easiest and most effective ways to meet people in a professional field in which you are interested is to conduct informational interviews. Informational interviewing is a networking approach which allows you to meet key professionals, gather career information, investigate career options, get advice on job search techniques and get referrals to other professionals.

The art of informational interviewing is in knowing how to balance your hidden agenda (to locate a job) with the unique opportunity to learn firsthand about the demands of your field. Thus, never abuse your privilege by asking for a job, but execute your informational interviews skillfully, and a job may follow.

What motivates professionals to grant informational interviews?
The reasons are varied. Generally, most people enjoy sharing information about themselves and their jobs and, particularly, love giving advice. Some may simply believe in encouraging newcomers to their profession and others may be scouting out prospects for anticipated vacancies. It is common for professionals to exchange favors and information, so don’t hesitate to call upon people.

How do you set up informational interviews?
One possible approach is to send a letter requesting a brief informational interview (clearly indicating the purpose of the meeting, and communicating the fact that there is no job expectation). Follow this up with a phone call to schedule an appointment. Or, initiate a contact by making cold calls and set up an appointment. The best way to obtain an informational interview is by being referred from one professional to another, a process which becomes easier as your network expands.

How do you prepare for informational interviews?
Prepare for your informational interviews just as you would for an actual job interview: polish your presentation and listening skills, and conduct preliminary research on the organization. You should outline an agenda that includes well-thought-out questions.

Begin your interview with questions that demonstrate your genuine interest in the other person such as, “Describe a typical day in your department?” Then proceed with more general questions such as, “What are the employment prospects in this field?” or “Are you active in any professional organizations in our field and which would you recommend?” If appropriate, venture into a series of questions which place the employer in the advice-giving role such as, “What should the most important consideration be in my first job?” The whole idea is for you to shine, to make an impression and to get referrals to other professionals.

Always remember to send a thank-you letter to every person who grants you time and to every individual who refers you to someone.

Questions to Ask Employers

1. Please describe the duties of the job for me.
2. What kinds of assignments might I expect in the first six months on the job?
3. Are salary adjustments geared to the cost of living or job performance?
4. Does your company encourage further education?
5. How often are performance reviews given?
6. What products (or services) are in the development stage now?
7. Do you have plans for expansion?
8. What are your growth projections for next year?
9. Have you cut your staff in the last three years?
10. How do you feel about creativity and individuality?
11. Do you offer flextime?
12. Is your company environmentally conscious? In what ways?
13. In what ways is a career with your company better than one with your competitors?
14. Is this a new position or am I replacing someone?
15. What is the largest single problem facing your staff (department) now?
16. May I talk with the last person who held this position?
17. What is the usual promotional time frame?
18. Does your company offer either single or dual career-track programs?
19. What do you like best about your job/company?
20. Once the probation period is completed, how much authority will I have over decisions?
21. Has there been much turnover in this job area?
22. Do you fill positions from the outside or promote from within first?
23. What qualifications are you looking for in the candidate who fills this position?
24. What skills are especially important for someone in this position?
25. What characteristics do the achievers in this company seem to share?
26. Is there a lot of travel/project work?
27. Will I have the opportunity to work on special projects?
28. Where does this position fit into the organizational structure?
29. How much travel, if any, is involved in this position?
30. What is the next course of action? When should I expect to hear from you or should I contact you?
Ten Rules of Interviewing

Before stepping into an interview, be sure to practice, practice, practice. A job-seeker going to a job interview without preparing is like an actor performing on opening night without rehearsing.

To help with the interview process, keep the following ten rules in mind:

1. Keep your answers brief and concise. Unless asked to give more detail, limit your answers to two to three minutes per question. Tape yourself and see how long it takes you to fully answer a question.

2. Include concrete, quantifiable data. Interviewees tend to talk in generalities. Unfortunately, generalities often fail to convince interviewers that the applicant has assets. Include measurable information and provide details about specific accomplishments when discussing your strengths.

3. Repeat your key strengths three times. It’s essential that you comfortably and confidently articulate your strengths. Explain how the strengths relate to the company’s or department’s goals and how they might benefit the potential employer. If you repeat your strengths then they will be remembered and—if supported with quantifiable accomplishments—they will more likely be believed.

4. Prepare five or more success stories. In preparing for interviews, make a list of your skills and key assets. Then reflect on past jobs and pick out one or two instances when you used those skills successfully.

5. Put yourself on their team. Ally yourself with the prospective employer by using the employer’s name and product when discussing your qualifications.

6. Research the company, product lines and competitors. Research will provide information to help you decide whether you’re interested in the company and important data to refer to during the interview.

7. Keep an interview journal. As soon as possible, write a brief summary of what happened. Note any follow-up action you should take and put it in your calendar. Review your presentation. Keep a journal of your attitude and the way you answered the questions. Did you ask questions to get the information you needed? What might you do differently next time? Prepare and send a brief thank-you letter. Restate your skills and stress what you can do for the company.

8. Maintain a conversational flow. By consciously maintaining a conversational flow—a dialogue instead of a monologue—you will be perceived more positively. Use feedback questions at the end of your answers and use body language and voice intonation to create a conversational interchange between you and the interviewer.

9. In Summary

Because of its importance, interviewing requires advance preparation. Only you will be able to positively affect the outcome. You must be able to compete successfully with the job competition. If you want to do that, be certain you have considered the kind of job you want, why you want it and how you qualify for it. You also must face reality: Is the job attainable?

In addition, recognize what is employers want in their candidates. They want “can do” and “will do” employees. Recognize and use the following factors to your benefit as you develop your sales presentation. In evaluating candidates, employers consider the following factors:

- Ability
- Loyalty
- Personality
- Acceptance
- Recommendations
- Outside activities while in school

Impressions made during the interview

About benefits or salary. The interview process is a two-way street whereby you and the interviewer assess each other to determine if there is an appropriate match.

Written by Roseanne R. Bensley, Career Services, New Mexico State University.

7. Volunteer Experience

Employers take note of volunteer experience. Be sure to include the name of the organization, your role within the organization and length of involvement. Also include details such as fundraising results, event coordination, management experience and more. Your volunteerism, in many cases, can be as valuable as work experience, especially if it is related to your desired industry.

8. Awar ds and Honors

Highlight any awards and honors received during your college or post-college career. Include any academic awards received for community or civic engagement. List the full name of the award (avoid acronyms), awarding organization or department, and the year the award was received.

9. Select Your Skills

Identify your top industry-specific, technical and general skills. Adding this information to your profile will allow others to endorse your skillset, giving you instant credibility. A skillset of at least 8-10 skills demonstrates value and capability.

10. Share Your Interests

Disclaiming your personal interests and hobbies can help demonstrate your work-life balance. Personal interests can sometimes score a few extra “top candidate” points, but be sure to avoid sharing too much personal information. Remember, the LinkedIn profile is a platform for professionals.

How Do I Network To Land The Job?

Now that you have completed your profile, land the job by using these top features to start connecting with other professionals:

Customize the Invitation to Connect

Every time you send a message to connect with someone on LinkedIn, make sure that you customize the text. Share who you are, why you want to connect, and how you found or know the individual. For example, if you met them in-person, tell them where you met and when.

Alumni Connections Feature

LinkedIn offers a simple tool that connect individuals who share the same alma mater. Search for alumni who are practicing in your desired field, have the same degree, attended your institution during a specific time period, and more. Many individuals are happy to assist their former classmates with advice and guidance. Don’t forget to showcase your school pride in that customized invitation to connect!

Follow Companies, Join Groups, and Connect with Recruiters

Start following your dream companies on LinkedIn and join industry-specific groups. Be the first to know about company news and job postings. As you start following companies, make note of who is posting updates and job announcements. Use those clues to connect with recruiters and company leaders.

Share Content

Position yourself as a knowledgeable resource. Share interesting industry or work productivity articles. Comment on posts shared by others in your network. Reinforce your professional brand by sharing your knowledge and perspectives.

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Choosing Between Job Offers

The first question many of your friends will ask when they receive a job offer is “What does it pay?” For many college graduates this consideration is near the top of the list, which is not surprising. Most students have invested thousands of dollars in their education, often racking up high student loan balances. Most graduates are looking forward to paying off that debt. Also, the value of a salary is easy to understand, the more zeroes after the first digit, the better.

In order to evaluate a salary offer you need to know what the average pay scale is for your degree and industry. The National Association of Colleges and Employers (NACE) is a good source of salary information for entry-level college graduates. Their annual Salary Survey should be available on your campus career center. Make sure you factor cost-of-living differences when considering salary offers. For example, you may need an offer of $70,000 in San Francisco to equal an offer of $40,000 in Huntsville, Ala.

Bonuses and commissions are considered part of your salary, so take them into consideration when evaluating an offer. It’s also important to have a good understanding of an employer’s policies concerning raises. Be sure to never make your decision on salary alone. Students tend to overemphasize salary when considering job offers. Money is important, but it’s more important that you like your job. If you like your job, chances are you’ll be good at it. And if you’re good at your job, eventually you will be financially rewarded.

Factor in Benefits

Of course, salary is only one way in which employers financially compensate their employees. Ask anybody with a long work history and they’ll tell you how important benefits are. When most people think of employer benefits, they think of things like health insurance, vacation time and retirement savings. But employers are continually coming up with more and more creative ways to compensate their workers, from health club memberships to flextime. The value of your benefits plan depends on your own plans and needs. A company gym or membership at a health club won’t be of much value to you if you don’t like to sweat.

Who’s the Boss?

Who you work for can have as much bearing on your overall job satisfaction as how much you are paid. First, analyze how stable the potential employer is. If the company is for-profit, what were its earnings last year? What are its projections for growth? Is the company with a government agency or a nonprofit, what type of funding does it have? How long has the employer been around? You could receive the best job offer in the world, but if the job is cut in six months, it won’t do you much good.

Corporate Culture

There are three aspects to a work environment: 1) the physical workspace, 2) the “corporate culture” of the employer and 3) fellow co-workers. Don’t underestimate the importance of a good workplace. If you are a private person, you probably will not be able to do your best work in a clutter of cubicles. If you are an extrovert, you won’t be happy shut in an office for hours on end.

Corporate culture comprises the attitudes, experiences, beliefs and values of an organization. What’s the hierarchy of the organization? Corporate culture comprises the attitudes, experiences, beliefs and values of an organization. What’s the hierarchy of the organization? What’s the hierarchy of the organization? Corporate Culture

Is there a dress code? Is overtime expected? Do they value creativity or is it more important that you follow protocol? Whenever possible, you should talk to current or previous employees to get a sense of the corporate culture. You may also be able to get a sense of the environment during the interview or by meeting your potential boss and co-workers during the interview process. Ask yourself if the corporate culture is compatible with your own attitudes, beliefs and values.

Your boss and fellow co-workers will make up the last part of the work environment. Hopefully, you will like the people you work with, but you must, at least, be able to work well with them professionally. You may not be able to get a sense of your potential co-workers or boss during the interview process. But if you do develop strong feelings one way or the other, be sure to take them into consideration when making your final decision.

Like What You Do

Recent college graduates are seldom able to land their dream jobs right out of school, but it’s still important that you like at least like what you do. Before accepting a job offer, make sure you have a good sense of what your day-to-day duties will be. What are your responsibilities? Will you be primarily working in teams or alone? Will your job tasks be repetitive or varied? Will your work be challenging? What level of stress can you expect with the position?

Location, Location, Location

Climate, proximity to friends and family and local population (i.e., urban vs. rural) should all be evaluated against your desires and preferences. If you are considering a job far away from your current address, will the employer provide part or all of your moving expenses? Even if you are looking at a local job, location can be important—especially as it relates to travel time. A long commute will cost you time, money and probably more than a little frustration. Make sure the tradeoff is worth it.

Time is on Your Side

It’s acceptable to request two or three days to consider a job offer. And depending on the employer and the position, even a week of consideration time can be acceptable. If you’ve already received another offer or expect to hear back from another employer soon, make sure you have time to consider both offers. But don’t ask for too much time to consider. Like all of us, employers don’t like uncertainty. Make sure you give them an answer one way or another as soon as you can.

It’s Your Call

Once you make a decision, act quickly. If you are accepting a position, notify the hiring manager followed by a formal confirmation letter or an email. Keep the letter short and state the agreed upon salary and the start date. When rejecting an offer, make sure to thank the employer for their time and interest. It always pays to be polite in your correspondence. You never know where your career path will take you and it might just take you back to an employer you initially rejected.

Written by Chris Enstrom, a freelance writer from Nashville, Ind.
Professional Etiquette

You're academic knowledge and skills may be spectacular, but do you have the social skills needed to be successful in the workplace? Good professional etiquette indicates to potential employers that you are a mature, responsible adult who can aptly represent your company. Not knowing proper etiquette could damage your image, prevent you from getting a job and jeopardize personal and business relationships.

Meeting and Greeting

Etiquette begins with meeting and greeting. Terry Cobb, Owner, HR Employment Solutions, emphasizes the importance of making a good first impression—beginning with the handshake. A firm shake, he says, indicates to employers that you're confident and assertive. A limp handshake, on the other hand, sends the message that you're not interested or qualified for the job. Dave Owenby, Human Resources Manager for North and South Carolina at Sherwin Williams, believes, "Good social skills include having a firm handshake, smiling, making eye contact and closing the meeting with a handshake." The following basic rules will help you get ahead in the workplace:

- Always rise when introducing or being introduced to someone.
- Provide information in making introductions—you are responsible for keeping the conversation going. "Joe, please meet Ms. Crawford, CEO at American Enterprise, Inc., in Cleveland." "Mr. Jones, this is Kate Smith, a senior majoring in computer information systems at Northwestern University."
- Unless given permission, always address someone by his or her title and last name.
- Practice a firm handshake. Make eye contact while shaking hands.

Dining

Shirley Willey, owner of Etiquette & Company, reports that roughly 80% of second interviews involve a business meal. Cobb remembers one candidate who had passed his initial interview with flying colors. Because the second interview was scheduled close to noon, Cobb decided to conduct the interview over lunch. Initially, the candidate was still in the "interview" mode and maintained his professionalism. After a while, however, he became more relaxed—and that's when the candidate's real personality began to show. He had terrible table manners, made several off-color remarks and spoke negatively about previous employers. Needless to say, Cobb spoke negatively about previous employers. Needless to say, Cobb was unimpressed, and the candidate did not get the job.

The following are some rules for eating and drinking:

- Start eating with the implement that is farthest away from your plate. You may have two spoons and two forks. The spoon farthest away is a salad fork. You must have three forks, one being much smaller, which would be a seafood fork for an appetizer. The dessert fork/spoon is usually above the plate. Remember to work from the outside in.
- Dip soup away from you; use the spoon from the side of the soup. Season food only after you have tasted it.
- Pass salt and pepper together—even if asked for only one.
- Pass all items to the right. If the item has a handle, such as a pitcher, pass with the handle toward the next person. For bowls with spoons, pass with the spoon ready for the next person. If you are the one to reach to the center of the table for an item, pass it before serving yourself.
- While you are speaking during a meal, utensils should be resting on plate (fork and knife crossed on the plate with tines down). Don't chew with your mouth open or blow on your food.
- The interviewer will usually take care of the bill and the tip. Be prepared, however, if this doesn't happen and have small bills ready to take care of your part, including the tip. Never make an issue of the check.

Social skills can be made or broken your career. Employees have to exhibit a certain level of professionalism and etiquette in their regular work day, and particularly in positions where they come in contact with clients. Be one step ahead—practice the social skills necessary to help you make a great first impression and stand out in a competitive job market.

Written by Jennie Hunter, retired professor at Western Carolina University.

Eating

When ordering, keep in mind that this is a talking business lunch. Order something easy to eat, such as boneless chicken or fish.

- Do not hold the order up because you cannot make a decision. Feel free to ask for suggestions from others at the table.
- Wait to eat until everyone has been served.
- Keep hands in lap unless you are using them to eat.
- Practice proper posture; sit up straight with your arms close to your body.
- Bring food to your mouth—not your head to the plate.
- Try to eat at the same pace as everyone else.
- Take responsibility for keeping up the conversation.
- Place napkin on chair seat if excusing yourself for any reason.
- Place napkin beside plate at the end of the meal.
- Push chair under table when excusing yourself.

Decisions and Consequences: Eye-Opening Scenarios of Job Search Ethics

Your academic knowledge and skills may be spectacular, but do you have the social skills needed to be successful in the workplace? Good professional etiquette indicates to potential employers that you are a mature, responsible adult who can aptly represent your company. Not knowing proper etiquette could damage your image, prevent you from getting a job and jeopardize personal and business relationships.

The New Alumnae

Kay was excited to learn that she was invited to join colleagues to represent the company at her alma mater's career fair. Remembering her effort as a student to earn internships and then a full-time job when she graduated, it would be fun to be on the other side of the table. During Kay’s recruitment visit, she cultivated a rapport with a qualified student candidate and strongly advocated for his hire. A job offer was extended to him and he accepted. Three months after accepting the position, the student changed his mind and withdrew his acceptance (i.e. reneged on his accepted offer) citing that he found a better job. As a result, the company adjusted downward the number of position vacancies that would be assigned to her alma mater to fill. Later, Kay was informed that she would no longer be asked to participate in recruitment teams. Her judgement and assessment of others’ character was questioned and this student’s reneging behavior was cited in Kay’s performance review as a negative reflection on her.

The Wall Street Firm

The career center director reached out to students and requested referrals of companies that did not currently recruit on campus. A Wall Street firm was prominently mentioned and the director took an aggressive approach to bring that firm to campus. It took nearly two years of cultivation but the firm finally agreed to visit campus and interview candidates. The sign-ups went well and more students referred their resumes than there were interview slots available. The firm chose 13 students and sent two representatives, Lynn and Jeff, to campus to conduct interviews. During the day, four students failed to show up for interviews. Lynn and Jeff were livid. Despite every effort to get the firm to reconsider, they pledged to never return to campus to recruit students. They were convinced that the students were either not that interested in their firm, or not disciplined enough to be viable candidates.

The Participation Agreement

Students participating in the career center’s on-campus recruitment program sign off on an agreement indicating that when they accept an offer of employment, they will do so in good faith. They are directed not to immediately notify employers of offer acceptance and withdraw from the interviewing process. Despite making this commitment, Larry chose to violate this agreement and ethical principles associated with it. He continued to interview and accepted a higher paying offer. Two things occurred as a result of his decision. The second company whose offer Larry accepted learned about him reneging on his first offer acceptance. They withdrew their offer citing that Larry was no longer considered a character-fit for their organization. The following year, Larry was hired at another company and soon learned that first two companies were valued clients of his new employer. He was not in a position to service those accounts.
The Art of Negotiating

A n area of the job search that often receives little attention is the art of negotiating. Once you have been offered a job, you have the opportunity to discuss the terms of your employment. Negotiations may be uncomfortable or unsatisfying because we tend to approach them with a winner-take-all attitude that is counterproductive to the concept of negotiations.

Negotiating with your potential employer can make your job one that best meets your own needs as well as those of your employer. To ensure successful negotiations, it is important to understand the basic components. The definition of negotiation as it relates to employment is: a series of communications (either oral or in writing) that reach a satisfying conclusion for all concerned parties, most often between the new employee and the hiring organization.

Negotiation is a planned series of events that requires strategy, presentation, and patience. Preparation is probably the single most important part of successful negotiations. Any good trial attorney will tell you the key to presenting a good case is the hours of preparation that happen beforehand. The same is true for negotiating. A good case will literally present itself. What follows are some suggestions that will help you prepare for successful negotiating.

Research

Gather as much factual information as you can to back up the case you want to make. For example, if most entering employees cannot negotiate salary, you may be jeopardizing the offer by focusing on that aspect of the package. Turn your attention to other parts of the offer such as their health plan, dental plan, retirement package, the type of schedule you prefer, etc.

Psychological Preparation

Chances are that you will not know the person with whom you will be negotiating. If you are lucky enough to be acquainted, spend some time reviewing what you know about this person’s communication style and decision-making behavior.

In most cases, however, this person will be a stranger. Since most people find the unknown a bit scary, you’ll want to ask yourself what approach to negotiating you find most comfortable. How will you psych yourself up to feel confident enough to ask for what you want? How will you respond to counteroffers? What are your alternatives? What’s your bottom line? In short, plan your strategy.

Dollars and Sense

Always begin by expressing genuine interest in the position and the organization, emphasizing the areas of agreement but allowing “wiggle room” to compromise on other areas. Be prepared to support your points of disagreement, outlining the parts you would like to alter, your suggestions on how this can be done and why it would serve the company’s best interests to accommodate your request.

Be prepared to defend your proposal. Back up your reasons for wanting to change the offer with meaningful, work-related skills and positive benefits to the employer. Requesting a salary increase because you are a fast learner or have a high GPA are usually not justifiable reasons in the eyes of the employer. Meaningful work experience or internships that have demonstrated or tested your professional skills are things that will make an employer stop and take notice.

It is sometimes more comfortable for job-seekers to make this initial request in writing and plan to meet later to hash out the differences. You will need to be fairly direct and assertive at this point even though you may feel extremely vulnerable. Keep in mind that the employer has chosen you from a pool of qualified applicants, so you are not powerless as you think.

Sometimes the employer will bristle at the suggestion that there is room to negotiate. Stand firm, but encourage the employer to think about it for a day or two at which time you will discuss the details of your proposal with him/her. Do not rush the process because you are uncomfortable. The employer may be counting on this discomfort and use it to derail the negotiations. Remember, this is a series of volleys and lobs, trade-offs and compromises that occur over a period of time. It is a process—not a singular event.

Once you have reached a conclusion with which you are both relatively comfortable, present in writing your interpretation of the agreement so that if there is any question, it will be addressed immediately. Negotiation, by definition, implies that each side will give. Do not perceive it as an ultimatum.

If the employer chooses not to grant any of your requests—and realistically, he or she can do that—you will still have the option of accepting the original offer provided you have maintained a positive, productive and friendly atmosphere during your exchanges. You can always re-enter negotiations after you have demonstrated your worth to the organization.

Money Isn’t Everything

There are many things you can negotiate besides salary. For example, benefits can add thousands of dollars to the compensation package. Benefits can range from paid personal leave to discounts on the company’s products and services. They constitute more than just icing on the cake; they may be better than the cake itself. Traditional benefits packages include health insurance, paid vacation and personal/sick days. Companies may offer such benefits as child care, elder care or use of the company jet for family emergencies. Other lucrative benefits could include disability and life insurance and a variety of retirement plans. Some organizations offer investment and stock options as well as relocation and use it to derail the negotiations. Remember, this is a series of volleys and lobs, trade-offs and compromises that occur over a period of time. It is a process—not a singular event.

If you have demonstrated your worth to the organization, emphasizing the areas of agreement but allowing “wiggle room” to compromise on other areas. Be prepared to support your points of disagreement, outlining the parts you would like to alter, your suggestions on how this can be done and why it would serve the company’s best interests to accommodate your request.

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The stability provided by working for an industry leader

The opportunities available at a global company

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Our “Dress for your Day” casual dress code

A variety of employee events year-round

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