



Business Cards

NO JOB, NO PROBLEM!

You don't need a full-time job to have your own business cards. This is your best networking tool because cards are a very effective way to leave a lasting and memorable first impression. There isn't one best way to do a business card, but there are some tips to take into consideration.

MAKE YOUR CARD UNIQUE!

- State your skills
- Include a summary of qualifications or a career statement to your card
- Make your card specific for the industry you want to get into
- Some occupations (e.g. Graphic designer) utilize a personal logo. This can be incorporated into your business card and your resume
- Be concise and specific.
- Keep it neat, professional and simple.

EXAMPLES

BUC E. BIRD

Career Objective:

Biology student at Barry University seeking entrance into medical school with a focus on pediatrics.

Phone: (305) 899-4010
Email: buc@mail.barry.edu

BARE E. BUCS

Summary of Qualifications:

- B.S. in Management, May 2015
- Internship experience in corporate advertising
- Bilingual in Spanish

Phone: (305) 899-4010
Email: barrybucs@mail.barry.edu

WHERE CAN I GET ONE?

VistaPrint: Inexpensive business cards can be found on the internet at <http://vistaprint.com>. You can customize them to fit your individual needs. Shipping and handling included, 250 colored business cards will total around \$10.

Printing Centers: You can work with a company to design your own card and have more control over the look and feel, the paper quality, colors, and overall design. This is a more expensive option but is a great investment.

BUSINESS CARD ETIQUETTE

When handing out cards: Your cards should always be with you, but that doesn't mean to hand them out to every single person you come in contact with. Make sure that you develop rapport and a connection with the person first.

When receiving a business card: Some people take a card and put it right in their pocket. When someone is handing you a card, look at it for 5 seconds. In that time, read the entire card, especially the person's name, company and job title.

Business Cards

Before you can assess a job offer, you must make sure you have information about the market, including:

- Identify salary averages for your field and in your geographic area of interest.
- Know what average salaries recent Barry graduates received.
- Identify norms in your field as far as where you can push in negotiation, and which things are non-negotiable such as benefits or stock options.
- Remember an offer is not just about salary, but about what you value in a position.
- Decide on the minimum amount of compensation (make it realistic with the type of job offered) that will make you satisfied. Establish a budget and don't neglect to account for taxes taken out of your pay. There is no point in accepting an offer if you think you'll be unsatisfied and want to look for another job in the near future.

Based on an employer's compensation guidelines, you may not be able to negotiate a higher salary. However, you may be able to increase your compensation in benefits. Negotiable areas often include: vacation time, educational reimbursement and salary review. Stay polite. Try to make it a win-win situation.

If you decide to negotiate, your job offer will not be rescinded by the employer - even if he/she decides not to negotiate. Also, if a position is acceptable to you as it is offered, you should not feel like you must negotiate. Regardless, get it in writing!

WEB RESOURCES

Salary.com: <http://www.salary.com>

A guide to many issues connected to types of jobs in geographic areas. Provides solid ranges that are useful in evaluating and negotiating positions.

Pay Check City: <http://paycheckcity.com>

Features a number of calculators, among which is a calculator of take-home pay that can incorporate taxes in specific states.

PayScale: <http://www.payscale.com/>

Accurate, real-time salary reports based on job titles, location, education and experience.

Comparing Multiple Offers

Consider the pros and the cons of the offer. It may help to create a chart.

Factors to consider include:

- Job Responsibilities
- Company Reputation/Stability
- Salary
- Health Insurance
- Paid Vacation
- Pension/Retirement
- Tuition Reimbursement
- Professional Development
- Location
- Supervisor
- Co-Workers
- Travel
- Overtime
- Signing Bonus
- Stock Options

Thinking about leaving sunny Florida?

Being open and flexible to leaving South Florida will increase your job searching options. At the same time, don't forget to think about the details of moving to a new location.

- How much will it cost to move your belongings? Will you move yourself or hire movers?
- Do you know the area? Where will you live? Is it safe? What is the cost of living?
- Do you have a support system? Are you comfortable making efforts to meet new people?
- Do you need to consider school systems? Are they acceptable?