
PRODUCT DESIGN Toolkit

Table of Contents

- **Resume & Cover Letter**
 - Samples
 - Guidelines
 - Portfolio Tips
 - Action Verbs
- **Thank You Letters**
 - How To & Tips
- **LinkedIn**
- **Salary Negotiation Scripts and Tips**
- **Additional Resources**
 - Organizations
 - Search Sites

Tim E. Bulova

Bogota, NJ • 201-555-3456 • tebulova234@gmail.com • tebulova234



SUMMARY:

Self-motivated Product Design student with excellent communication and social skills looking to use and apply abilities in creative thinking, design and 3D/ 2D software in an internship.

CORE COMPETENCIES:

Design: sketching, ideation, creative thinking, marker and pastel rendering

2D Software: proficient in Adobe Photoshop | Adobe Illustrator | InDesign | Adobe Creative Suite

3D Software: experienced in SOLIDWORKS (including Photoview 360), Keyshot

Model Making: shop experience, materials used: foam, wood, polystyrene, and clay

Languages: English (fluent), Spanish (fluent), Japanese (basic speaking, reading, and writing)

Microsoft: Word, PowerPoint, Excel

EDUCATION:

Montclair State University, Montclair, NJ

Bachelor of Fine Arts in Product Design

Expected May 2017

GPA: 3.3

Dean's List: Fall 2015, Spring 2016

RELATED COURSE WORK:

Human Factors in Design • Design & Problem Solving • Manufacturing Technology • Modeling I & II •

Design for Manufacturing

DESIGN EXPERIENCE:

New York International Auto Show, New York, NY

May 2016

World Traffic Safety Symposium Competition Contestant

Presented design of motorcycle safety jacket to a 100+ person audience of judges, professionals and attendees, earning Runner-Up Award

Stryker Spine Project, Design for Manufacturing class

January 2016-May 2016

Design Team Member

Designed a brief case to carry and display a range and scope of the company's products to potential clients

WORK EXPERIENCE:

Smokey Joe's Tex-Mex BBQ, Teaneck, NJ

June 2013-Present

Senior Waiter

Manage shift schedules of 8 wait staff; train and mentor waiters and hosts in food delivery, maintaining an orderly and quick-service atmosphere, and high level of customer service

ACTIVITIES:

Montclair State University Industrial Design Club

September 2014 – May 2015

Co-Founder and Vice President

KAKEHASHI Project - U.S. Student Creators Invitation Program

November 2014

Industrial Designers Society of America (IDSA)

Student Member

Career Services

COLLEGE OF THE ARTS | **MontclairStateUniversity**
IT'S ALL HERE.

March 22, 2017

Ben Taylor
Senior Product Designer
Products International
18 Hudson Ave
Jersey City, NJ 07030

Dear Mr. Taylor,

I was excited to read your advertisement for the Product Designer position available at your company. Beyond exceptional aesthetic ability I also have terrific interpersonal and listening skills. As a candidate for a Bachelor in Fine Art Degree in Product Design, I am certain you will find my qualifications to match exclusively to your organizational needs.

My current internship as a product designer allows me to design concept boards and build three-dimensional product models, as well as use knowledge of organizational psychology. I firmly believe in being a participating team member and meet regularly with other departments. My produced works have consistently had strong sales and I have enclosed a portfolio of my design work for your review.

My combined education and experience within the product design industry make me an excellent choice. I am very creative and knowledgeable about market desires and needs. I am confident your firm and its clients will find that my product design skills are not only dependable but also distinguishable from what your competitors' offer.

If Products International chooses me as the new Product Designer you will have added an integral member to your team. I look forward to meeting with you in person to discuss what I have to offer. I can be reached via telephone to schedule an interview.

Sincerely,

Tim E. Bulova

Career Services

COLLEGE OF THE ARTS | **MontclairStateUniversity**
IT'S ALL HERE.

Resume Guidelines

- ✓ **Heading** – Include name, phone number, e-mail address, personal website, and/or any relevant social media profiles (residential and/or mailing addresses are optional)
- ✓ **Summary or Profile** – Describes you as a student and professional; indicates the value you bring to an employer through skills, experiences, and/or passions; may target a role, company, and/or industry
- ✓ **Core Competencies/Professional Skills** – Relevant to the position (e.g., computer software, languages, “soft skills”, etc.)
- ✓ **Education** – Layout may vary. Example format:
 - Montclair State University, College of the Arts
 - Bachelor of Arts, Major(s): Concentration: Minor(s):
 - Expected May 2018
 - GPA (cumulative and/or major) (*optional, though recommended if 3.0 or above*)
 - Relevant coursework or projects (*optional*)
 - Relevant study abroad experience, including date(s) (*optional*)
- ✓ **Experience** – Include name of organization; city, state (if outside the U.S.: city, country); title; dates worked (*Start – End* or *Start – Present*)
 - **Note: Part-time, full-time, internship, and volunteer experiences can all be considered “experiences.” However, specific categories may be created to group experiences based on relevancy and type (e.g. industry, volunteer, other, etc.).**
 - Include 2-5 bullet points that start with strong action verbs (avoid writing in the first person) and include CAR examples (Challenge, Achievement, Result). Quantify for more impact.
 - **High Impact Examples:**
 - 1) “Served over 50 customers a day at a sporting event concession stand”
 - 2) “Trained four new employees on procedures, cash register and customer service”
 - 3) ”Received employee of the month award for five consecutive months for exceeding sales goals of \$5,000 per month”
 - **Low Impact Examples:**
 - 1) Served customers at a concession stand
 - 2) Trained new employees
 - 3) Achieved sales goals
- ✓ **Leadership or Extracurricular Activities** – Student or professional organizations, other (*may also be grouped in an “Experience” category*)

GUIDELINES FOR WRITING A COVER LETTER

Career Services

COLLEGE OF THE ARTS | **MontclairStateUniversity**
IT'S ALL HERE.

To write an effective, concise, and formal cover letter, consider these following steps.

Header

- Recommend using your “resume header” that contains your name, phone number, email address, personal website, LinkedIn profile, and/or social media handle) to create a consistent branding for yourself (not necessary if email serves as the cover letter)

Date

Employer Information

- Name of contact - always attempt to address the letter to a specific person. You may be able to find this information right on the job description, company website (directory, “Meet the Team” page, etc.), or LinkedIn company page (search for who works at that organization). You can also try to call or walk in and ask for that information from the company’s receptionist or a department secretary.
- Position/Title of contact
- Name of organization
- Physical address of organization (street, city, state, zip)

Greeting

- Stick with formal writing. “Dear Mr./Ms./Dr. (last name)” OR “Dear Hiring Manager/Search Committee/Sir or Madam” (if last name unknown)

3-4 Paragraph Format

Introduction

- Why are you writing? (*typically in response to a job/internship posting*).
- Get to the point—express who you are, your interest and purpose.
- How did you become aware of the position? Did anyone introduce, or refer you? (e.g., career fair, PlacePro, company website).
- Briefly describe your qualifications in the concluding sentence, similar to a thesis statement.

Body Paragraphs (1-2 paragraphs)

- Expand upon those themes you just mentioned at the end of the first paragraph. Outline your strongest qualifications that match the position requirements based on your selected themes.
- Connect not just to the job but also to the company’s mission/values.
- Provide evidence of your related experiences and accomplishments.

Career Services

COLLEGE OF THE ARTS | **MontclairStateUniversity**
IT'S ALL HERE.

Closing

- Reiterate interest in the job and/or organization.
- Recap major qualifications.
- Refer the reader to your resume for more information.
- Welcome the opportunity to interview.
- Tell the reader how to contact you.
- Express appreciation for the reader's time and consideration.
- Complete your letter in an appropriate business manner, typically with **“Sincerely”** or **“Yours truly.”**

Career Services

COLLEGE OF THE ARTS | **MontclairStateUniversity**
IT'S ALL HERE.

January 26, 2017

Gene Talaric
Senior Recruiter
New York Broadcasting Company
37 Broadway Ave
New York, NY 10001

Dear Mr. Talaric,

It was a pleasure to meet you when you visited my Senior Seminar at Montclair State University last week. I appreciated your insightful remarks about achieving career success in the field of Television Production, particularly at the New York Broadcasting Company (NYBC). In our class you mentioned Production internship opportunities for Summer 2017, and I would like to express my strong interest in applying. I am confident that my communication and media education complemented with strong technical and leadership skills will enable me to add value to NYBC's Production team.

I am currently a student at Montclair State University and expect to complete my Bachelor of Arts degree in Television and Digital Media with a Television Production concentration in May 2017. I offer cutting-edge pre- and post-production knowledge and skills gained during several classes including Field Production and Editing, Film Editing, and TV and Digital Programming. I have utilized numerous hardware and software, such as Adobe Premiere, Cardiod, Canon and Panasonic studio cameras, to successfully complete projects for the classroom as well as on the job. I would like to bring my skills and talents to your operations and will effectively manage the workload since I have worked part-time in the Student Recreation Center while maintaining a 3.6 GPA during my second and third years in college.

In addition to my primary duties as Desk Assistant at Montclair's Student Recreation Center, I am the primary videographer and have enhanced the Center's video presence online and throughout the digital bulletin boards on campus. Since I've taken on this task, I've more than doubled the number of videos featuring services and events we have on our website. Not only do I have an unyielding commitment to the quality of my work as a videographer and editor, but I am also dedicated to delivering exceptional customer service to students and guests of the university. I feel that both qualities would add value to one of the leaders in broadcast television.

I would be dedicated to use creativity, technical savviness, and persuasive communication skills to enhance the Production internship at the NYBC, and would love to further discuss how I could potentially contribute to the team. I have attached my resume in hopes that it will provide more details about my experience and education. Please feel free to contact me at hawkj2@montclair.edu or 201-555-5555 to schedule a face to face meeting or phone call at your convenience. Thank you for your time.

Sincerely,

[Signature]

Jayne R. Hawk

Enclosure: Resume

TIPS ON HOW TO PREPARE A PORTFOLIO

Although each Art and Design major at MSU has [specific portfolio requirements](#), the following advice will help you prepare your portfolio for job opportunities. (**As a side note, that the following majors REQUIRE portfolios for acceptance into the program: MFA, Studio Art, Visual Arts Teacher Certification, BFA Animation/Illustration, BFA Product Design, and BFA Visual Communication*)

As a rule, your portfolio should consist primarily of work done from direct observation, i.e. drawing and painting from what you see. These drawings might include self-portraits, still lifes, figure drawing, landscapes, or interiors. You should include work done in a variety of media like charcoal, pencil, watercolor, and acrylic and oil paints.

You should already have strong drawing and two-dimensional design skills, as well as an understanding of colors and composition. Composition is very important; in many ways, it is at the heart of all of our Art and Design majors. For example, Interior Design is all about moving through a room and the relationship between one room and another. Communication Design concentrates the way you eye moves across the kind of graphic image used in advertising. Fashion Design is about the flow and movement of a garment on the body. Your artwork should reflect your understanding of how to move the eye across a piece of paper or canvas using line and color, light and dark, balance and rhythm, all of which help form the concepts of design and composition.

You are encouraged to submit work from direct observation; however, we do not discourage any work that reflects your creativity and sense of design. Computer art may supplement your portfolio, but it should not be its main focus, with the exception of Animation/Illustration, Product Design, and Graphic Design.

Let your art instructor help you make a selection from your most recent work. Consider your portfolio a visual essay about yourself.



Action Verbs

Management/Leadership

Skills

administered
assigned
attained
chaired
consolidated
contracted
coordinated
delegated
developed
directed
eliminated
enhanced
enforced
established
evaluated
executed
generated
headed
hired
improved
incorporated
increased
inspected
instituted
managed
motivated
organized
oversaw
planned
presided
prioritized
produced
recommended
reorganized
reviewed
scheduled
strengthened
supervised

Communication Skills

addressed
advertised
arranged
collaborated
communicated
composed
condensed
contacted
convinced

corresponded
defined
directed
drafted
edited
elicited
explained
expressed
formulated
influenced
interpreted
interviewed
judged
lectured
marketed
mediated
moderated
negotiated
observed
participated
persuaded
presented
promoted
publicized
reconciled
recruited
referred
reported
resolved
responded
spoke
suggested
synthesized
translated
wrote

Research Skills

analyzed
clarified
collected
compared
conducted
determined
evaluated
examined
extracted
formulated
gathered
identified

interpreted
interviewed
invented
investigated
located
measured
organized
researched
reviewed
solved
summarized
surveyed
systematized
tested

Technical Skills

applied
assembled
built
calculated
conserved
constructed
designed
determined
developed
installed
maintained
operated
programmed
resolved
specialized
upgraded

Teaching Skills

adapted
advised
arranged
clarified
communicated
conducted
coordinated
critiqued
developed
enabled
evaluated
explained
facilitated
guided
individualized
instructed

Career Services

COLLEGE OF THE ARTS | **Montclair State University**
IT'S ALL HERE.

motivated
set goals
stimulated
taught
trained
transmitted
tutored

Creative Skills

acted
composed
conceptualized
created
designed
directed
displayed
drew
entertained
fashioned
formulated
founded
illustrated
introduced
invented
modeled
originated
performed
photographed
planned
revised
shaped

Helping Skills

advocated
aided
answered
assisted
cared for
clarified
counseled
diagnosed
educated
encouraged
facilitated
familiarized
furthered
helped
influenced
insured
mentored

provided
referred
rehabilitated
resolved
simplified
supplied
supported
volunteered

Organizational Skills

approved
arranged
catalogued
categorized
charted
classified
coded
collected
compiled
corresponded
distributed
filed
generated
implemented
inspected
maintained
monitored
operated
organized
prepared
processed
provided
recorded
reviewed
scheduled
sorted
submitted
standardized
systemized
updated
validated
verified

Financial Skills

analyzed
appraised
audited
balanced
budgeted
calculated
computed

developed
estimated
forecasted
managed
marketed
planned
projected
reconciled
reduced
researched

More Verbs...

achieved
completed
contributed
effected
electrified
expanded
improved
navigated
negotiated
pioneered
perfected
promoted
quoted
reduced
resolved
sparked
spearheaded
spoke
succeeded
supervised
surpassed
transferred
unified

Adverbs

accurately
attentively
creatively
efficiently
intelligently
inventively
quickly
responsibly
successfully
uniquely
effectively

Career Services

COLLEGE OF THE ARTS | **Montclair State University**
IT'S ALL HERE

4 TIPS FOR A POST-INTERVIEW THANK YOU LETTER BY EMAIL BY KEN KUNZIA

#1 – Validate and acknowledge their time.

The first step in writing a good thank you email to an interviewer is to validate and acknowledge the time that the interviewer spent with you discussing the opportunity. Time is and always will be our most precious commodity because once it is spent it cannot be recovered. With this in mind it is so important for you to make sure you thank them for the gift of their time and attention.

i.e. "I appreciate you blocking out time in your schedule for us to talk about the _____ position.

#2 – Confirm you understand their needs.

Remember, the interview (from the perspective of the employer) is about finding a "fit" for the position that they are hiring for. This "fit" that employers are looking for encompasses so many variables that it is often difficult to account for each one of them. But one thing that you can control is ***your understanding of the needs of the employer.***

The best way to do this? LISTEN, and listen carefully to what the employer is telling you - both through their words and their actions.

i.e. "From what I understand out of our meeting, the top three things you're looking for in the ideal candidate are..." or "...the top three things you're looking to accomplish are...". Then bullet the points and remember, be concise.

#3 – Reiterate a few of the reasons you believe you can help them accomplish what they are looking to accomplish.

Be sure to list the things that ONLY apply to their needs. Do NOT list items that you're proud of but are not applicable to their specific needs. So many job seekers make the mistake of using the follow-up communication to tell the employer more about themselves... BIG MISTAKE! Remember, from the employers' perspective, they have needs in which they are trying to resolve. Show them that you are the "solution" by highlighting how you can make an immediate impact.

i.e. "Following are a few of the reasons I believe I can hit the ground running and help you accomplish your goals:" or "...help make your life easier:" or "solve the big issue you're dealing with:" or something specific to what you learned in the interview.

Then follow with three, no more than five, bullets and if I haven't mentioned it yet, remember to be concise.

#4 – Show enthusiasm for the position and assume the next step in the interview process. (*only show enthusiasm if it's genuine*)

Career Services

COLLEGE OF THE ARTS | **Montclair State University**
IT'S ALL HERE

Enthusiasm is a cousin to attitude and is as contagious as attitude can be. If you don't have any enthusiasm, **go get some**. Usually looking at past successes, achievements, triumphs and good times, you know those happy places will likely be the place to find some. Others you connect with in your job search will pick up any lack of enthusiasm and if there isn't any, you will likely look lethargic. To create interest in you will be difficult if your head is not in the right place.

Remember, your enthusiasm needs to be genuine. Faking it is not a good option at this point. Also, make sure you are weaving your enthusiasm throughout your entire email. Don't go overboard though! You might want to have someone read this before you send it off!

i.e. "I have to be candid; the more I learned today the more excited I got about being able to help your team. I'm really looking forward to the next step to gain a deeper understanding of what you're looking to accomplish and being able to address any concerns you might have. If I haven't heard from you by _____, I'll give you a quick courtesy call.

Follow up

Three business days is a good general rule for follow-up. However, be conscious as to what they shared with you in the interview. i.e. If they are conducting first interviews through next Friday, reference following up on the following Monday. And, yes, you want to be up front about addressing concerns; it shows confidence and that you don't hide from potential issues.

Remember to be professional in your tone but feel free to write the way you normally speak. If it's too rigid or out of character, the email will look like you're putting on a show to simply get what you want. Companies are already scared to death that the interview is the best they'll ever see from a candidate and a too-professional style only perpetuates that fear. So, be yourself.

Rather than using the exact words I used in the examples, I encourage you to take a few steps back and look at the overall philosophy of this approach vs. cutting and pasting it. If you make it your own, you will be a lot more attractive.

Bonus Tip

Hand-written Note

In addition to the thank you email, follow up with a hand-written note and drop it in the mail no later than the next day. This note should be very short and casual.

i.e. "John, Thanks again for your time yesterday. I'm really excited about the position and looking forward to the next step. Sally"

Source: Written by Ken Kunzia; posted on ILostMyJob.com



How to Build a Professional Student LinkedIn Profile

Think of your LinkedIn profile as an interactive business card. It's a summary of your professional experience, interests, and capabilities that is designed to attract the attention of important people who are searching for you online — recruiters, networking contacts, and grad school admissions officers. A strong profile is a key differentiator in the job market. So let's get started...

❑ 1. Craft an informative profile headline

Your profile headline gives people a short, memorable way to understand who you are in a professional context. Think of the headline as the slogan for your professional brand, such as "Student, National University" or "Recent honors grad seeking marketing position." Check out the profiles of students and recent alums you admire for ideas and inspiration.

❑ 2. Display an appropriate photo

Remember that LinkedIn is not Facebook or MySpace. If you choose to post a photograph — and we recommend that you do — select a professional, high-quality headshot of you alone. Party photos, cartoon avatars, and cute pics of your puppy don't fit in the professional environment of LinkedIn.

❑ 3. Show off your education

Be sure to include information about all institutions you've attended. Include your major and minor if you have one, as well as highlights of your activities. It's also appropriate to include study abroad programs and summer institutes. Don't be shy — your LinkedIn profile is an appropriate place to show off your strong GPA and any honors or awards you've won.

❑ 4. Develop a professional summary statement

Your summary statement should resemble the first few paragraphs of your best-written cover letter — concise and confident about your goals and qualifications. Remember to include relevant internships, volunteer work, and extra curriculars. Present your summary statement in short blocks of text for easy reading. Bullet points are great, too.

❑ 5. Fill your "Specialties" section with keywords

"Specialties" is the place to include key words and phrases that a recruiter or hiring manager might type into a search engine to find a person like you. The best place to find relevant keywords is in the job listings that appeal to you and the LinkedIn profiles of people who currently hold the kinds of positions you want.

❑ 6. Update your status weekly

A great way to stay on other people's radar screens and enhance your professional image is to update your status at least once a week. Tell people about events you're attending, major

Career Services

COLLEGE OF THE ARTS | **Montclair State University**
IT'S ALL HERE.

projects you've completed, professional books you're reading, or any other news that you would tell someone at a networking reception or on a quick catch-up phone call.

☐ 7. Show your connectedness with LinkedIn Group badges

Joining Groups and displaying the group badges on your profile are the perfect ways to fill out the professionalism of your profile and show your desire to connect to people with whom you have something in common. Most students start by joining their university's LinkedIn group as well as the larger industry groups related to the career they want to pursue.

☐ 8. Collect diverse recommendations

Nothing builds credibility like third-party endorsements. The most impressive LinkedIn profiles have at least one recommendation associated with each position a person has held. Think about soliciting recommendations from professors, internship coordinators and colleagues, employers, and professional mentors.

☐ 9. Claim your unique LinkedIn URL

To increase the professional results that appear when people type your name into a search engine, set your LinkedIn profile to "public" and claim a unique URL for your profile (for example: www.linkedin.com/in/yourname). This also makes it easier to include your LinkedIn URL in your email signature, which is a great way to demonstrate your professionalism.

☐ 10. Share your work

A final way to enhance your LinkedIn profile is to add examples of your writing, design work, or other accomplishments by displaying URLs or adding LinkedIn Applications. By including URLs, you can direct people to your website, blog, or Twitter feed. Through Applications, you can share a PowerPoint or store a downloadable version of your resume.

**Visit grads.linkedin.com
today!**

Career Services

COLLEGE OF THE ARTS | **Montclair State University**
IT'S ALL HERE

How to Start the Conversation: Salary Negotiation Scripts

By Aubrey Bach, Marketing Manager at PayScale.com

They say a journey begins with a single step. Well, a salary negotiation begins with a single sentence. But for many people, that first sentence is the most difficult part of negotiation. If you need a little inspiration or instruction for how to talk to a recruiter, your boss, an HR manager or anybody else about negotiating your salary, then this article is for you. Find the script that fits you best, then take a deep breath and start the negotiation conversation.

NEW JOB OFFERS

When somebody offers you a job, they are saying “I like you! I really, really like you.” That’s exciting! But not so exciting that you should accept the offer on the spot. In fact, you should always ask for a few days to review the offer (and to do a happy dance in your living room). Once you have the formal offer, with all of the compensation details, in writing, take the PayScale [Salary Survey](#) to find out how their offer really stacks up.

Do You Know What You're Worth?

If the pay is less than what you’re worth...

“Thank you so much for this offer! I am really excited about the role and the work that [company name] is doing, and would love to join the team. However, according to my research, the typical salary range for somebody with my qualifications in this role is [\$\$\$]. Would you be able to match that figure?”

If you have a competing offer with a higher salary...

“Thank you so much for the offer! I am really excited about the company and the role. However, as you know, I have been talking to other employers and do have another offer. If you’re able to move the pay to [insert your number], I’d be eager to accept.”

Note: Disclosing the name of the company is totally optional – but a savvy negotiator may try to force it out of you. You also don’t have to name the exact offer you’ve received from another company, but do remember this: never, ever lie about a competing offer.

If the salary they’ve offered matches or slightly exceeds the salary you researched, but you think there is room to negotiate...

“I’m very excited about the offer and think that we are very close to an agreement. However, I would like to talk about compensation. Since I not only fulfill the listed qualifications of the job, like [name some of the job requirements], but I also have [list some of the unique characteristics that make you extra qualified for the role], I’d like to see the base salary at [the number you researched].”

Career Services

COLLEGE OF THE ARTS | **Montclair State University**
IT'S ALL HERE

If you want to negotiate benefits...

“Thank you so much! This role is really exciting, and the salary looks great. I would like to follow up on a couple of details though. How flexible are you with [name the benefit]? The written job offer included [details about the benefit], but I would like to request [the level of benefits you want].”

Note: If you are negotiating a benefit to match a current benefit level or one that a competing employer offers, feel free to share that data.

CURRENT JOBS

Salary negotiation for a job you already have requires a slightly different approach than negotiating salary for a new job. You want to maintain a good relationship with your boss and other decision-makers at your company, but also leverage your insider information as you strategize. Remember that negotiations at a job you already have are a longer game than negotiating a new job offer – we recommend sending an email or a calendar invite letting him or her know that you want to talk about compensation.

If you just found out you are being underpaid in your current role...

“I’d like to talk about compensation. I’ve been doing some research, and it looks like the typical pay for somebody with my experience and qualifications for this role is between [x] and [y], but I’m currently being paid [z]. Based on my performance this past year, I’d like to talk about increasing my salary.”

If you want to negotiate a raise when you are already earning a typical salary, but think you deserve more...

“I’d like to have a discussion about my current compensation. Based on my research, I’m currently earning a typical salary for an average performer in my role, but, considering everything I’ve accomplished in the past year, I think it makes sense for me to be a bit higher in the range. I would like to be earning [your desired salary].”

Note: Always back up an ask like this with documented proof of your successes, like metrics on your personal goals, a library of congratulatory emails and compliments from partners and influencers in your organization, etc. And be willing to offer to take on additional responsibilities in exchange for additional pay.

Conversations about salary are often intimidating, but take a deep breath – you can do it! And remember, when you are basing your negotiations on reliable data, like the kind you find at PayScale.com, you’re just having a conversation about math. Who’s afraid of a little data?

Revised 7/24/17 - Source: Written by Aubrey Bach, Marketing Manager at PayScale.com; posted on <http://www.payscale.com/salary-negotiation-guide/salary-negotiation-scripts>

Media, Film, and Graphic Arts

Resources

- American Institute of Graphic Artists
- Aquent
- Columbus Society of Communicating Arts (CSCA)
- Craig's List: art, media, & design
- The Creative Group
- Creative Jobs Central
- Graphic Artists Guild
- Dev Bistro
- Job-e-Job
- LucasArts
- LucasFilm LTD
- Tech-Centric
- Tribeca Film Institute
- World Wide Arts Resources

Career Services

COLLEGE OF THE ARTS | **Montclair State University**
IT'S ALL HERE.

Professional Organizations for Fine, Craft and Multimedia Arts, plus Design (or Art & Design):

Artworksfoundation.org

Idealist.org

Alliance of Artists Communities

NYFA.org

NYWICI (New York Women in Communications, Inc.)

ArtPride New Jersey

The Bloomfield Art League of New Jersey: <https://www.facebook.com/bloomfieldartleaguenj>

https://baristanet.com/wp-content/uploads/2015/02/10959059_847488015297679_8011805019555839851_o-1.jpg

Fine Arts

[American Craft Council](#) - supports professional makers through our unique nonprofit shows; offers educational resources, including a one-of-a-kind library, conferences, public lectures, and student programs; spotlights emerging artists and honor masters; and promotes the handmade through our resource-rich website and award-winning magazine, *American Craft*.

[American Institute of Graphic Arts](#) (AIGA) - we advance design as a professional craft, strategic advantage, and vital cultural force. From content that defines the global practice to events that connect and catalyze, we work to enhance the value and deepen the impact of design across all disciplines on business, society, and our collective future.

[Academy of Interactive Arts and Sciences](#) - a not-for-profit organization dedicated to the advancement and recognition of the interactive arts.

[Art Directors Guild](#) - an American labor union and local of the International Alliance of Theatrical and Stage Employees representing 2,500 motion picture and television professionals.

[Art Directors Club](#) - a nonprofit membership organization boasting one of the most concentrated groups of creative talent in the world, ADC's mission is to **connect, educate** and **inspire** creative professionals around the globe through its programming. From its Manhattan headquarters to its international membership base, ADC provides a neutral forum for creatives of all levels to network, learn and grow. Website contains a job board.

[Arts Journal](#) - the site is a digest of some of the best arts and cultural journalism in the English-speaking world, featuring links to stories culled from around the internet, including blogs and more than 200 English-language newspapers, magazines and publications featuring writing about arts and culture.

Career Services

COLLEGE OF THE ARTS | **Montclair State University**
IT'S ALL HERE

[ArtsManagement.Net](#) - With its global perspective, this network is a valuable resource for academics, students, researchers, regional and national authorities, business people and journalists, containing various collections for articles and features on books, courses, conferences and web resources.

[Creative Capital](#) - supports innovative and adventurous artists across the country through funding, counsel and career development services. Our pioneering approach—inspired by venture-capital principles—helps artists working in all creative disciplines realize their visions and build sustainable practices. Creative Capital provides each funded project with up to \$50,000 in direct funding and career development services valued at \$45,000, for a total commitment of up to \$95,000 per project.

[Fractured Atlas](#) - empowers artists, arts organizations, and other cultural sector stakeholders by eliminating practical barriers to artistic expression, so as to foster a more agile and resilient cultural ecosystem.

[International Sculpture Center](#) - a member-supported, nonprofit organization founded in 1960 to champion the creation and understanding of sculpture and its unique, vital contribution to society. Members include sculptors, collectors, patrons, architects, developers, journalists, curators, historians, critics, educators, foundries, galleries, and museums, plus anyone with an interest in and commitment to the field of sculpture.

[National Endowment for the Arts](#) - an independent federal agency that funds, promotes, and strengthens the creative capacity of our communities by providing all Americans with diverse opportunities for arts participation.

[Society of Illustrators](#) – mission is to promote the art of illustration, to appreciate its history and evolving nature through exhibitions, lectures and education, and to contribute the service of its members to the welfare of the community at large.

[Volunteer Lawyers for the Arts](#) (VLA) - provides pro bono arts-related legal representation and education to low-income artists and nonprofit arts and cultural organizations. To do so, we offer legal counseling, educational programs, advocacy, and alternative dispute resolution. We believe that artists should understand certain legal and business matters to protect themselves and their creative endeavors.

Arts Administration:

[Association of Arts Administration Educators](#) - consists of more than 150 member programs, all training and equipping students in arts leadership, management, entrepreneurship, cultural policy, and more. Our network of instructors and their alumni are the cornerstones of local arts communities across the globe. AAAE serves as a convener, a resource, and an advocate for formal arts administration education. Site includes a job bank.

- [Alliance of Artists Communities](#) – a service organization for the field of artists' communities and residences. They maintain artist residency listings, advocate for artist residency programs and communities, and offer professional development for artists. Their website includes job postings.
- [Americans for the Arts](#) – this advocacy organization supports the arts in many ways. Their job bank is the premier electronic recruitment resource for the industry and includes

Career Services

COLLEGE OF THE ARTS | **Montclair State University**
IT'S ALL HERE

national job listings for all of the fine arts. It includes postings in academic, arts administration and management.

- [Art Jobs – national and international listings of jobs, internships, freelance and other employment opportunities in the arts.](#)

Museums and Theatres:

McCarter Theatre Center (not-for-profit professional company on the campus of Princeton University)

JOB SEARCH

[My Auditions](#) - a privately held company dedicated to providing performing arts professionals with the most advanced performing arts career resources relevant to their specific individual needs.

Design

[American Institute of Floral Designers \(AIFD\)](#) - the floral industry's leading non-profit organization dedicated to establishing, maintaining and recognizing the highest standard of professional floral design.

[American Society of Interior Designers \(ASID\)](#) - promotes the value of interior design. Through education, knowledge sharing, advocacy, community building and outreach, we strive to advance the interior design profession and, in the process, to demonstrate and celebrate the power of design to positively change people's lives.

[Core77](#) - serve a devoted global audience of industrial designers ranging from students through seasoned professionals. Core77 publishes articles, discussion forums, an extensive event calendar, hosts portfolios, job listings, a database of design firms, schools, vendors and services. Core77 provides a gathering point for designers and enthusiasts alike by producing design competitions, lecture series, parties, and exhibits.

[Council of Fashion Designers of America](#) - a not-for-profit trade association whose membership consists of more than 500 of America's foremost womenswear, menswear, jewelry and accessory designers.

[Council for Interior Design Accreditation \(CIDA\)](#) - an independent, non-profit accrediting organization for interior design education programs at colleges and universities in the United States and internationally, committed to the ongoing enrichment of the interior design profession through identifying, developing and promoting quality standards for the education of entry-level interior designers, and then encouraging, accrediting and supporting educational programs to aspire to those standards.

[Exhibit Designers and Producers Association](#) - is THE network for leaders in the customer experience industry. Its members combine marketing, design and production leadership to help organizations create effective face-to face customer experiences & environments for tradeshow, events, corporate environments, museums, retailers, education and entertainment.

Career Services

COLLEGE OF THE ARTS | **Montclair State University**
IT'S ALL HERE

[Graphic Artists Guild](#) - helps members build successful careers by equipping them with the skills and support needed to compete more effectively in an ever-changing field. Guild members are creative professionals and those studying to become creative professionals, consisting of graphic and interactive designers, illustrators, animators, web programmers and developers.

[United Scenic Artists Local USA 829](#) - a labor union and professional association of Designers, Artists and Craftspeople, many who are world famous, organized to protect craft standards, working conditions and wages for the entertainment and decorative arts industries. The members of Local USA 829 are Artists and Designers working in film, theatre, opera, ballet, television, industrial shows, commercials and exhibitions.

primary purpose is to help our members build successful careers by equipping them with the skills and support needed to compete more effectively in an ever-changing field. Guild members are creative professionals and those studying to become creative professionals. We serve graphic and interactive designers, illustrators, animators, web programmers and developers.

[Industrial Designers Society of America \(IDSA\)](#) - a non-profit membership association dedicated to advocacy, education, community and information in industrial design.

Freelance Artists

[The Graphic Artists Guild Handbook: Pricing & Ethical Guidelines](#) - The Graphic Artists Guild Handbook: Pricing & Ethical Guidelines is considered to be the industry bible for communication design and illustration professionals. The current edition continues the tradition with new information, listings and pricing guidelines. It addresses legal rights and issues such as how copyright laws affect the income and work of graphic artists. It also provides tips on how to negotiate the best deals, pricing guidelines, and includes sample contracts.

Careers by Design: A Business Guide for Graphic Designers, by Roz Goldfarb - Through her work with hundreds of corporations around the world, leading headhunter Roz Goldfarb provides readers a treasure trove of valuable information for thriving in this creatively driven business, including updated hiring criteria, the latest developments in technology, and the marketplace affecting design careers.

Discussion in this revised and expanded third edition includes: jobs, hiring practices, salaries, portfolios, resumes, networking, headhunters, training, freelancing, and more, with a special focus on the new design disciplines, training requirements, and opportunities for the Internet. *Careers by Design* should be on the desk of every ambitious graphic designer.

Career Services

COLLEGE OF THE ARTS | **Montclair State University**
IT'S ALL HERE.

Job Search Sites

- [Fine Art Internships](#)

Online Portfolios

[Orangenius](#) (fine art)

[Photoshelter](#) (photography)

[Behance](#) (design)

[Core77](#) (design)

[Wix](#) - a cloud-based web development platform that was first developed and popularized by the Israeli company also called Wix. It allows users to create HTML5 web sites and mobile sites through the use of online drag and drop tools.

[Weebly](#) – a web-hosting service featuring a drag-and-drop website builder.

Professional Organizations

Communication and Media Arts

[Alliance for Women in Media \(AWM\)](#) - a non-profit, professional organization of women and men who work in the media and allied fields. The organization promotes the impact of women in electronic media and allied fields by educating, advocating and acting as a resource to its members and the industry.

[American Copy Editors Society](#) - the nation's leading organization of editing professionals, educators and students is dedicated to improving the quality of communication and the working lives of editors. We set standards of excellence and give a voice to editors in journalism, government, business and beyond through top-notch training, networking, and career opportunities.

[American Institute of Graphic Artists](#) - AIGA brings design to the world, and the world to designers. As the profession's oldest and largest professional membership organization for design, AIGA advances design as a professional craft, strategic advantage, and vital cultural force. From content that defines the global practice to events that connect and catalyze, AIGA works to enhance the value and deepen the impact of design across all disciplines on business, society, and our collective future.

[American Society of Journalists and Authors \(ASJA\)](#) - the nation's professional organization of independent nonfiction writers. Our membership consists of outstanding freelance writers of magazine articles, trade books, and many other forms of nonfiction writing, each of whom has met ASJA's exacting standards of professional achievement. ASJA offers extensive benefits and services focusing on professional development, including regular confidential market information, meetings with editors and others in the field, an exclusive referral service, seminars and workshops, discount services and, above all, the opportunity for members to explore professional issues and concerns with their peers.

[American Society of Media Photographers](#) - the premier trade association for the world's most respected photographers. ASMP is the leader in promoting photographers' rights, providing education in better business practices, producing business publications for photographers, and helping to connect clients with professional photographers.

[Americans for the Arts](#) – this advocacy organization supports the arts in many ways. Their job bank is the premier electronic recruitment resource for the industry and includes national job listings for all of the fine arts. It includes postings in academic, arts administration and management.

[International Radio and Television Society Foundation \(IRTS\)](#)– a 501(c)(3) charitable organization with a membership that ranges from the most accomplished professionals in the media and entertainment business to those who are just beginning their careers.

[National Academy of Television Arts and Sciences \(NATAS\)](#) - a professional service organization dedicated to the advancement of the arts and sciences of television and the promotion of creative leadership for artistic, educational, and technical achievements within the television industry. Website contains a Job Bank.

Career Services

COLLEGE OF THE ARTS | **Montclair State University**
IT'S ALL HERE

[National Endowment for the Arts](#) – an independent federal agency that funds, promotes, and strengthens the creative capacity of our communities by providing all Americans with diverse opportunities for arts participation.

[NY Women in Communication \(NYWICI\)](#) – the premier organization for female communications professionals in the New York metropolitan area. NYWICI offers professional education as well as networking, mentoring, coaching and volunteer opportunities that help members make personal and professional connections while developing their skills and careers.

[The Paley Center for Media](#) – leads the discussion about the cultural, creative and social significance of television, radio, and emerging platforms for the professional community and media-interested public.

[Society for Technical Communication \(STC\)](#) - the world's largest and oldest professional association dedicated to the advancement of the field of technical communication. The Society's members span the field of the technical communication profession from students and academics to practitioners and managers. Website includes a job bank.

[Writers Guild of America](#) - a labor union composed of the thousands of writers who write the content for television shows, movies, news programs, documentaries, animation, and Internet and mobile phones (new media) that keep audiences constantly entertained and informed.

Job Search Sites

[The Creative Group](#) – a marketing and creative staffing agency that specializes in connecting talented, creative professionals with companies looking to hire interactive, design, marketing, advertising and public relations talent.

[Creative Jobs Central](#) – a career site for creative professionals.

Ed2010 - a networking and mentoring organization that helps the next generation of editors and writers break into and succeed in the magazine media industry.

[Entertainment Careers.net](#) – Entertainment jobs and internships listings at studios, networks, production companies, record companies, TV and radio stations, VFX, animation, broadcasting.

[Mandy.com](#) – an online international film and TV production resource.

[Meojobs.com](#) - a non-commercial site that aggregates career opportunities in media, communications and the arts and produces a free top jobs newsletter.

Other

[LucasFilm LTD](#) - among the world's leading entertainment service companies, a pioneer in visual effects and sound across multiple mediums, and is home to the legendary *Star Wars* and *Indiana Jones* franchises. Founded by visionary filmmaker George Lucas in 1971, Lucasfilm was acquired in December 2012 by The Walt Disney Company, a leading diversified international entertainment and

Career Services

COLLEGE OF THE ARTS | **Montclair State University**
IT'S ALL HERE.

media enterprise with five business segments: media networks, parks and resorts, studio entertainment, consumer products and interactive. Website contains a careers tab.

[Tribeca Film Institute](#) - a nonprofit arts organization founded by Robert De Niro, Jane Rosenthal, and Craig Hatkoff that champions storytellers to be catalysts for change in their communities and around the world. Each year, we identify a diverse group of exceptional [filmmakers and media artists](#) then empower them with funding and resources to fully realize their stories and connect with audiences. Further, our [education programs](#) empower students through hands-on training and exposure to socially relevant films, offering young people the media skills necessary to be creative and productive global citizens.

[World Wide Art Resources](#) - provides art, art services and art information to millions of clients, artists, buyers, advertisers, news media, educators and students; contains an online artist Portfolio Program for emerging and established artists worldwide.

Career Services

COLLEGE OF THE ARTS | **Montclair State University**
IT'S ALL HERE

Job Search Sites

The links below go to general and field-specific job search sites.

General

[Careerbuilder.com](http://careerbuilder.com) - provides advanced job searches using keywords, location and job category with an option for jobseekers to post resumes.

[CareerOneStop](http://careeronestop.com) - sponsored by the U.S. Dept. of Labor, CareerOneStop enables jobseekers to search jobs, post resumes and research using career tools, labor market information, relocation center, etc.

[Cooljobs.com](http://cooljobs.com) - listing of the top cool jobs and cool careers on the planet: Some you've never heard of, some brilliant, some obscure, but all unique and out of the ordinary.

[Dice.com](http://dice.com) – site for tech job seekers that allows searching by company, job title, location and key word.

[Career Rookie](http://careerrookie.com) – a site that connects students and recent graduates seeking internships, part-time jobs and entry-level positions with the nation's top employers. Users can also post resumes, get the latest news on companies and industries, sign up for automatic job alerts, view local career fairs and tap into advice on everything from writing resumes to on-the-job success – all from entry-level point of view.

[College Grad](http://collegegrad.com) - the #1 entry level job site for college students and recent grads per Google Analytics and Alexa.

[College Recruiter](http://college recruiter.com) - interactive media solutions that connect students and grads to great careers.

[The Employment Guide](http://www.employmentguide.com) - <http://www.employmentguide.com> - provide local job and career education opportunities in markets across the nation – all at no cost to our readership.

[Glassdoor.com](http://glassdoor.com) - helps both job seekers and companies connect, plus provides user-generated content regarding salary reports, individual candidate and employee ratings, and reviews.

[Guru.com](http://guru.com) - marketplace for freelance talent.

[Indeed.com](http://indeed.com) – aggregates job listings from various websites, including company career pages, job boards, newspaper classifieds, associations, and other online sources of job postings.

[Job Factory](http://jobfactory.com) - offers job searches, other jobsites and job lines, classified ads, recruiters and a resume posting service.

[The Ladders](http://theladders.com) – a site for more experienced job seekers, as it focuses on six-figure positions and higher.

Career Services

COLLEGE OF THE ARTS | **Montclair State University**
IT'S ALL HERE

[Monster](#) - a global provider of a full array of job seeking, career management, recruitment and talent management products and services.

[Nation Job Network](http://www.nationjob.com/Job-Seeker-Network/) - <http://www.nationjob.com/Job-Seeker-Network/> one of the largest networks of both active & passive Job Seekers in the country.

[Simply Hired](#) - view detailed salary information for thousands of different careers; learn about and find jobs in each city's most popular industries, top companies, and job types.

[Snag a Job](#) - focuses on creating instant and quality connections so workers can get jobs and employers can hire workers—in minutes.

[Truecareers.com](#) - brings together educated and diverse job seekers with companies who will value them.

[USA Jobs](#) – U.S. Government's official system/program for Federal jobs and employment information.

[ZipRecruiter](#) – calls themselves the “#1 rated Job Search App in both the Android and iOS stores.”

Volunteer | Service | Non-Profit

[Greenlights](#) – provider of nonprofit strengthening and support services including professional development events, workshops, and a job board containing hundreds of postings by member organizations.

[Idealist](#) – connects people with job, volunteer and action opportunities posted by 90,000 organizations around the world.

International Job Opportunities

[Going Global](#) – search for job openings and internship opportunities in countries around the world. More than 10,000 pages of constantly-updated content on topics such as: job search sources, work permit/visa regulations, resume writing guidelines and examples, employment trends, salary ranges, networking groups and cultural/interviewing advice.

[Graduate Jobs](#) - a graduate job board with Graduate Schemes, Jobs and Internship opportunities throughout the UK.