

Writing 109ST Assignment #2

Professional Job Study and Living Expenses Budget

Objective

This assignment will focus on your next professional step in the working world: a job! Specifically, you will locate a position that you are either actually thinking of applying for, or a job that you *would* apply for if you were searching now. This job will be the focus of both your resume and cover letter in separate assignments soon to follow this one. It is divided into sections, which are described below under “Tasks.”

Tasks

Your job should be listed now on the internet so that you can retrieve the information you need to accomplish the following tasks:

- Download the specific job posting and description you are targeting for your resume, then attach it to the back of this assignment. We will discuss various ways to search for a job during lecture.
- Section heading: Job Description and Company Summary
List the title of the first-priority job you are targeting, then summarize (in 2–3 sentences) the job description. Indicate the location and pay rate of the position. Identify the name and contact info for the person(s) to whom you apply.

Summarize (1–2 sentences) the products and/or services that your first-priority company provides. Identify at least three competitors, and describe one new trend that is emerging within the market space they occupy. NOTE: If you are targeting an on-campus job or a non-profit position, simply describe the general research or non-profit space they occupy. What sorts of trends are emerging in this area of work?

- Section heading: Job Comps
Locate three, second-priority job comparisons (comps). These do not need to be *exactly* the same as your target job, but they should be very similar in terms of qualifications and descriptions. For each, summarize (1–2 sentences) the job titles, locations, and pay rates.
- Section heading: Salary Survey
Use a salary survey website (e.g., Salary.com) to learn what an applicant such as you typically earns for the job to which you are applying. *Be certain to survey not only the position, but the location, as salaries vary according to where they are found. Conduct at least three salary surveys from different locations within the USA, and one outside the USA (indicate the country and city).*

- Section heading: Living Expenses

For the primary location of your first-priority job choice above, calculate the following monthly personal expenses (itemize each separately, then total):

- Housing: Average the cost for a “typical,” one-bedroom apartment in the city where your first-priority job is located with the cost of sharing a two-bedroom apartment with a roommate. In a separate note at the bottom of the page, calculate the total move-in money required (first and last month’s rent, plus security deposit/cleaning fee).
- Utilities: Water, gas, electricity, phone/DSL, trash, parking (if required).
- Food: Assume that three-quarters of your meals will be made at home, and one-quarter of your meals will be eaten out. Meals
- Car payment: Monthly car payment for a basic, practical car.
- Car fuel and maintenance: Gasoline for your car. Estimate mileage between the location of your first-priority job and the location of your housing above for twenty workdays per month. For maintenance, assume tires every 60,000 miles and roughly 10% of the purchase price of your car every five years.
- Car insurance: Basic collision and liability insurance for the location of your first-priority job and housing.
- Student loan payments: (If applicable)
- Recreation: Assume some basic level of “fun factor” in your day-to-day life: eating out with friends, movies and concerts, trips, etc. Be realistic!
- Savings: Determine how much money you will set aside each month to help you build up a reserve fund for car repairs and/or down-payments on new cars, future housing needs, unseen circumstances, etc.
- Other: List any other expenses you can think of.

Don’t forget to total your monthly expenses to answer this question: *How much (per month) do you need to live on without debt?*

Assignment Due Date

See the schedule (on course website) for due date.