

Determining Your Market Value

Do Your Research

Investigate salary data for your specific field or industry. Websites like Career OneStop, Indeed, and Salary.com, can provide insights.

- Career OneStop Salary Finder - <https://www.careeronestop.org/Toolkit/Wages/find-salary.aspx>
- Salary.com - <https://www.salary.com/research/salary>
- Indeed - <https://www.indeed.com/career/salaries>

Understand how years of experience impact salary. Generally, more experience leads to higher pay. Since you are most likely just starting out in your career, you may not be making the median wage right away, but it is something that you can achieve as you gain additional experience in your field.

Consider Geographic Location and Cost of Living:

- Understand that salaries can vary significantly based on location and company size.
 - Consider the cost of living in your area. A salary in a major city may be higher than a salary in a small town.
- Compare salaries in different locations to ensure you are making enough to survive:
 - <https://www.salary.com/research/cost-of-living>
 - A larger well-known company may be able to offer a higher wage and more benefits than a smaller business.

Know Your Value

Evaluate your qualifications (education, skills, experience):

- Make a list of your qualifications, including education, certifications, and relevant skills.
- Compare your qualifications to job descriptions for industry positions you're interested in.
- Highlight specialized skills or certifications (e.g., Forklift certification, OSHA 10 certification, ASE's).
 - Specialized skills that are in demand and may come with higher salaries.

Personal Qualifications	
Education	Certification in Industrial Maintenance
Skills	LOTO safety training, Diagnosing, troubleshooting, hydraulics, pneumatics, AC/DC electrical, PLC, Boiler, steam, gas turbines, electro-mechanical, electrical schematics, precision measuring, blueprint reading.
Experience	1 year as an Electrician helper/apprentice
Certifications	10-hour OSHA training, Forklift certification
Awards/Honors	Student of the Course

vs.

Job Description Qualifications
Strong knowledge of electrical schematics, electrical symbols and how power flows through circuitry. Understand and demonstrate proper lockout/tagout and safety procedures. Ability to read and interpret pneumatic, hydraulics, mechanical and electrical drawings for complex installation and troubleshooting equipment sold by ABC Company. Understand AC and DC voltages and can use an electric meter in troubleshooting scenarios. Diagnosing and troubleshooting micro-logic device, electrical, pneumatic and PLC Ladder logic. Programmable Logic Controller (PLC) skills – can write simple logic, interface basic equipment and can make simple program changes.

Negotiation Strategies

Discuss your worth confidently – When asking for additional compensation, be sure to provide solid examples of why the company should invest more in you. Put together a few talking points based on your research that includes:

- Results you've achieved in previous roles, including goals you've met or awards you've earned.
- Years of industry experience, especially if you have more experience than the employer stated as a minimum requirement.
- Skills or certifications, especially if they are in high demand within your industry.
- Average salaries being offered in your area for the same level of experience.
- Present a salary range rather than a fixed number in initial discussions.
- Consider other Benefits – health insurance, tuition reimbursement, flexible hours, paid time off, career path opportunities, bonuses, etc.

Negotiation Discussion – Practice effective communication and use collaborative language to find win-win solutions.

1. Lead with gratitude – Thank the employer for considering you.
2. State Intent – Indicate your desire to discuss the salary.
3. Highlight Qualifications – Mention your formal training and/or years of industry experience.
4. Market research – Present the competitive salary range based on your research.
5. Openness to Discussion – Show willingness to find a mutually agreeable solution.
6. Close with courtesy – End on a positive note – looking forward to your response.

"Thank you for the offer I'm excited about the opportunity. While I am eager to accept the position, I would like to discuss the salary that reflects both my industry experience and the value I bring to the team."

"Considering my hands-on experience and additional training and certifications, I was hoping we could agree on a slightly higher starting salary."

"I've done some research and based on my qualifications and experience, including a year of formal training, an ASE certification, and two years as a lube technician, I feel that \$23/hour would align with what I bring to the table."

"I'm open to discussion and am looking forward to finding a solution that works for both of us."

If you get any resistance, try asking open-ended questions to find out more information:

"What is the budget for this position based on?"

"What information do you need from me to make a decision?"

"Are there other negotiables available besides salary?"

Staying in your current job after Graduation:

If you're looking to stay at your current job after graduation, consider advocating for a higher wage/promotion. Make sure you're ready with examples of your skills, accomplishments, and areas of expertise to justify your bump in pay/promotion.

You can start by having a conversation with your manager. Make sure you prepare your talking points ahead of time!

"I believe my current salary no longer reflects my value to the company as my skills and leadership experience have grown."

Formal Thank You Template

Subject line: Thank you for the interview

Dear [name],

Thank you for taking the time to speak with me about the [position]. It was a pleasure to learn more about you and [company name].

The details you shared about the position and future goals for the [department] convinced me that the role would be an ideal match for my qualifications. I believe that my [qualification] and [qualification] would allow me to make a valuable contribution to the department.

I appreciated the opportunity to speak with you. If you need additional information or have any further questions about my qualifications, I can be reached at [phone number] or by email at [email address].

Thank you for considering me. I am enthusiastic about the possibility of becoming a [position] with [name of company]. I look forward to hearing from you soon.

Sincerely,

[name]

Follow Up Template

Subject line: [Position Title] - Application Status

Hello [interviewer's name],

I wanted to follow up and see if there are any updates on the [Position Title] position I interviewed for on [date of the interview]. I'm excited about the prospect of joining the team, as this role seems like a great fit for my knowledge in [enter skill] and [enter skill]. I look forward to hearing any updates as they become available. Please let me know if there's anything you need from me.

Thanks again,

[Your Name]

[phone number]

[email]

Salary Negotiation Template

Dear **[Employer's Name]**,

I am writing to express my sincere gratitude for the offer to join **[Company Name]** as a **[Position Title]**. I am excited about the opportunity to contribute to the team and the company's success.

After careful consideration, I would like to discuss the starting salary that was offered. While I am eager to accept the position, I would like to negotiate a salary that reflects both my industry experience and the value I bring to the team.

With **[List Qualifications Here]** in the **[Industry Name]** field, I have developed a strong skill set that goes beyond the requirements of **[List Job Posting Requirements]**. My practical knowledge and proficiency in **[List Industry Specific Skills]** have enabled me to **[Insert Results of Skillset]**, which I believe will be beneficial to **[Company Name]**.

The job market research I have conducted for **[Position Title]** with similar qualifications in our region suggests a competitive salary range of **[specify range]**. Therefore, I would like to propose a starting salary of **[your proposed salary]**, which I believe aligns with my qualifications and the current industry standards.

I am confident that I will be a valuable asset to **[Company Name]** and am looking forward to the opportunity to demonstrate my capabilities. I am open to discussing this further and finding a mutually agreeable solution.

Thank you for considering my request. I am looking forward to your response.

Warm regards,

[Your Name]

Salary Negotiation Example

Dear Mr. Bright,

I am writing to express my sincere gratitude for the offer to join Manpower as a Service Technician in the HVACR department. I am excited about the opportunity to contribute to the team and the company's success.

After careful consideration, I would like to discuss the starting salary that was offered. While I am eager to accept the position, I would like to negotiate a salary that reflects both my industry experience and the value I bring to the team.

With over two years of hands-on experience in residential maintenance and a year of formal training in the HVACR field, I have developed a strong skill set that goes beyond the requirements of a high school diploma. My practical knowledge and proficiency in maintaining and repairing HVACR systems have enabled me to efficiently troubleshoot issues and ensure optimal system performance, which I believe will be beneficial to Manpower.

The job market research I have conducted for service technicians with similar qualifications in our region suggests a competitive salary range of \$21-26/hour. Therefore, I would like to propose a starting salary of \$24/hour which I believe aligns with my qualifications and the current industry standards.

I am confident that I will be a valuable asset to Manpower and am looking forward to the opportunity to demonstrate my capabilities. I am open to discussing this further and finding a mutually agreeable solution.

Thank you for considering my request. I am looking forward to your response.

Warm regards,

Jimmy Madison