

"GO GREEN" IN THE OFFICE: 6 EASY TIPS - JOBS & HIRE

The morning commute to the workplace is more than likely to be a hassle, especially when dealing with traffic jams. American workers spend an average of 47 hours per year commuting through rush hour traffic. This pretty much adds up to 3.7 billion hours and 23 billion gallons of gas wasted in traffic each year. What can be done to ease this strain is by carpooling, taking public transit, biking, or walking. If a car is absolutely necessary, consider investing in a hybrid or electric vehicle. Not only would this vehicle contribute to the health of the Earth, but you'd essentially be saving gas money too! Although digital has seemed like it's taken over, paper hasn't been eradicated completely. It's still needed, but there are definitely green ways to make the use of paper less wasteful. Recycled paper seems like the best way to go, but even that uses a great deal of energy, water, and chemical resources in its processing. Purchase printer paper with a high percentage of post-consumer content and the minimum of chlorine bleaching. Paper made with more sustainable substances like bamboo, hemp, or organic cotton are great too. Other than environmentally friendly paper, how about using "green" utensils as well? Pens and pencils can be made of recycled materials also, and refillable pens and markers help reduce waste buildup. Recycling printer cartridges is often free and recycled replacements are cheaper than new ones. Probably the greenest (and healthiest) way to eat at work is by bringing lunch in reusable containers. If you decide to get deliver and takeout, join co-workers in placing a large order. Reusable plates, utensils, and napkins are also a good way to "green" your lunch time. The computer is often the central tool at work, so adjusting the energy settings for computers and other devices is an excellent way to save energy. Plugging hardware into a [smart] power strip and turning it off at the end of the day will ensure that all appliances aren't consuming energy throughout the night while on [the unnecessary] standby power. Eliminate the screen savers; instead, set monitors to power off after the same amount of time. Another way to save energy is to simply remember to turn off the lights in spaces that are unoccupied. Remember, artificial lighting represents 40% of electricity consumption in a typical office building, and almost a quarter of all electricity in the United States. So throughout the day, open the blinds and make use of natural light. Remember, when creating the perfect resume to tailor your resume to the company's job description. Make a list of the keywords the employer uses, abilities and qualifications the organization seeks. For example, if the employer is looking for a candidate who has SEO experience, knowledge of Google analytics, and proficient knowledge of HTML. Remember to add the same words into your resume. Many companies use keywords to filter resume. Keyword filtering makes searching for a valuable applicant easy on the employer and their HR department. So using the proper keywords will help get your resume through the filter and to a real person. While creating the perfect resume, remember to list and describe in detail however with a small word count accomplishments that are relevant to the position that you are applying for. Do not just think about your previous employment experiences. Consider your volunteer experience, team activities and roles with professional organizations. During the creation of your perfect resume, remember to use verbs that convey action words. Include concrete examples, such as you assisted with implementation of a new program that increased online traffic by 75 percent over a three-month period. Seek out the help of a colleague, friend or family member to proofread your perfect resume. This will help avoid overlooked typographical errors that might push your resume to the bottom of the stack. Double-check your contact information for accuracy. If an employer likes your perfect resume but cannot contact you, because you have a mistake on your phone number or address will be a problem for you. The more than 80 businesses that Buffett has accumulated at Berkshire (BRK.B) are mostly coasting along well, posting a profit of more than \$3 billion in the most-recent quarter. Its Class A stock (BRK.A) closed at \$126,559.90 a share on Friday - less than \$2,500 away from its 52-week high set in early August and \$27,608 above the 52-week low. So there's plenty for shareholders to celebrate. But Buffett's advancing age - he turned 82 on Thursday - coupled with his radiation treatment for prostate cancer this summer, keeps his mortality on the minds of many Berkshire investors. Buffett has said the cancer isn't life-threatening, and he is feeling good. Buffett has outlined Berkshire's succession plan and reassured investors that his board has chosen a successor and two backup candidates, although he won't say who the company's next CEO will be. Buffett is both chairman and CEO. Buffett has no plans to step down, saying he enjoys the deal-making too much, even though he hasn't landed a sizable acquisition since buying chemical maker Lubrizol for \$9 billion last year. Whoever takes over Berkshire after Buffett will inherit a sprawling conglomerate that is evolving with each new acquisition. The Omaha-based company now relies less on the insurance companies and investments it has long been known for and more on its railroad, utility and manufacturing companies. "The insurance is increasingly more of an engine that runs in the background instead of the driver of the business," said Jeff Matthews, an investor who wrote *Secrets in Plain Sight: Business & Investing Secrets of Warren Buffett*. The pace of growth in manufacturing remained sluggish in August as exports declined for a third straight month and firms were slow to add new workers, a survey showed on Tuesday. The final Markit U.S. Manufacturing Purchasing Managers Index stood at 51.5 this month, below a preliminary estimate of 51.9. A reading above 50 indicates expansion. A slight increase in output and overall new orders helped nudge the index above 51.4, where it stood at the end of July. But the pace of growth was still one of the weakest since the sector stopped shrinking in October of 2009. New export orders were a drag on activity, as slow or negative growth in Europe and elsewhere sapped foreign demand for U.S. products. Mark Wingham, Markit economist, said expansion in the sector was "only modest" in August. Without a significant jump in activity next month, "third quarter manufacturing growth will likely be one of the weakest since recovery began." The U.S. government will report employment data for August later this week, and the median forecast of economists polled by Reuters is for a gain of 120,000 jobs, down from 163,000 in July. Some analysts suspect a number below 100,000 could provoke the Federal Reserve to try to boost overall growth with another round of monetary stimulus when it meets in mid-September.

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