

You Only Get One Chance to Make a First Impression

Clean Up Your Digital Presence



Monitor Your Social Media Presence (Photos, Comments, Posts, etc.).

Dress Professionally



Act 

Professionally



Be On Time or Early

Do Not Be Too Familiar or Assume You Are on a First Name Basis

Make Sure Your Personal Voicemail and Automated Mail Signatures are Professional.

Communicate Professionally



YO!

Use proper salutations. Do not say "HEY" say "Hello"

Be Sure to Not Speak Over Anyone, Listen, Fully Answer Questions, and Follow Directions.



When Emailing or Filling in Applications, Use Proper Punctuation, Capitalization, Correct Spelling, and No Emojis.

