Professional Image: Your Only Chance to Make a 1st Impression

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Why this is important...

- You are a representative of your institution, profession, family, and yourself!
- If you don’t dress seriously, they can’t take you seriously!!
- Make a good first impression
- Pride in yourself implies pride in your work
- We all need to do our part!
Professional Image for Women...

- **Best choices:**
  - Navy or black suit, solid blouse
  - Suit in solid colors, printed blouse
  - Straight dress with jacket, solid colors

- Wear polished, low heeled shoes

- Minimal accessories

- Hosiery - appropriate color, no holes, no darker than your hem

- Don’t wear anything too tight or revealing
WARNING!!!

- When going to an interview, you should not dress like you are going on a date!
- LADIES: avoid showing your 4 B’s:
  - Back
  - Bust
  - Belly
  - Behind
Professional Image for Men...

- Best choices
  - Business suit, dark colors (blues, grays, browns), white shirt, Conservative tie
  - Sports Coat, slacks, conservative tie

- Button your jacket when you stand
- Shine your shoes
- Socks-appropriate color, no holes, long length
- Avoid cigarettes
Don’t Forget the Details…

- Nicely styled hair
- Natural, clean looking face/makeup
- Clean your fingernails
- Skip the clunky jewelry
- Press your clothes
- Avoid strong perfumes or colognes
- No gum!!
Attitude...

- It separates winners from losers
- Be enthusiastic and eager
- Practice good eye contact
- Smile
- Walk with confidence
- Sit up straight (listen to your mother!)
- Adapt to your surroundings
Practice Good Manners...

- Be on time for the meeting
- Use Mr. or Ms. unless they ask you to use first names
- Don’t sit until you’re invited to
Practice Your “Soft Skills”…

- Greet people with a firm handshake
- Stand up to meet people
- Remember “please” and “thank you”
- Be good at chatting and small talk
Questions?
Comments?

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