

BRING DA BLING

(TIPS ON MAKING A GOOD FIRST IMPRESSION)

Make sure your first impression is a good one. Whether you are applying for an after-school job or applying for your first “full-time” job, the following tips can help make the best first impression.

Pre-Interview Checklist

- Your shoes are clean and/or polished
- Your clothes are pressed and stain-free
- Your nails are clean and neat
- You have removed all extra jewelry
- You have clean copies of your resume
- You have the address and phone number of the meeting place
- You know how to get there and how long it will take (BEING ON TIME IS CRITICAL!)
- You know the names of everyone you are meeting and how to pronounce them
- You have a notebook and a pen (that works!)
- Your bag has essentials only – nothing bulky or extra
- Turn your cell phone OFF!
- You are prepared for rain, sleet or snow, and your coat is in good condition
- Ladies – you have a lipstick, powder compact and an extra pair of pantyhose

DO THE NEXT FIVE STEPS WITH EVERYONE YOU MEET AND YOU ARE ON YOUR WAY TO SUCCESS!

- Look them in the eye
- Give a firm handshake
- Greet them – “How do you do?” or “How do you do, Mrs. _____”
- When saying your name, say it slowly and clearly
- Smile!