## PROFESSIONAL ETIQUETTE ABCS



Always market your professional brand



Be on time for class, interviews, work, and meetings



Clean up your online presence and use social media to network



Develop and enhance your communication skills



Emails should be professional



Follow through and always deliver on promises



Get business cards from the professionals you meet



Have your application materials reviewed



Interrupting people is a bad habit to start and is tough to stop



Join campus organizations to develop new skills



Know how to be a team player



Leave voicemails that are polite and succinct



Meals can be very important in making a lasting impression



Never arrive to a meeting or interview unprepared



Open and respond to emails in a timely manner



Participate in class discussions and meetings



Quickly send follow-up thankyou emails or letters



Remember to network at professional events



Shake hands with a firm grip, direct eye contact, and good posture



Turn off phone ringer during class, interviews, and events



Use correct grammar in all communications



Voice your opinion in a professional and tactful way



Wear appropriate attire for interviews and events



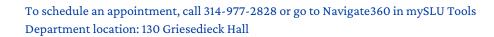
eXpress your gratitude to anyone you connect with



You won't get a second chance at a first impression!



Zzzs before an interview is recommended



CAREER SERVICES