

# 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 thank-  
you 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