



Make sure your first impression is a good one. Whether you are a teen applying for an after school job or a college grad applying for your first "full-time" job, the following tips can help you 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.
- Your hair is 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 pen (that works!)
- Your bag has essentials only—nothing bulky or extra.
- 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 things with everyone you meet and you are well on your way to success!

1. Look them in the eye.
2. Give a firm handshake.
3. Greet them - "How do you do?" or "How do you do, Mrs. _____"
4. When saying your name, say it slowly and clearly.
5. Smile!

For more information on [Emily Post Business Etiquette Programs](#) contact Director of Sales

and Relationships, Dawn Stanyon at Dawn@emilypost.com.