

LOOKING FOR A JOB

Learn to Look Your Best

Employers and others form ideas about you from what they see. Your appearance speaks for you. It is called creating a first impression.

A first impression is made within 30 seconds. It is lasting. It means that you do not get a second chance. A first impression depends upon you:

GROOMING — Bathe, shampoo your hair, use deodorant, brush your teeth, clean your fingernails, and style your hair neatly.

CLOTHING — What you wear is very important. You will need to dress nicely, but simply. The employer is looking for a worker, not someone to go to parties or the beach. Think about the kind of work to be done. Dress to match the work.

Do not wear...

- jeans, if possible
- tee shirts, especially with ads or messages
- tight or see-through clothing
- noisy, flashy jewelry
- low cut tops or very short skirts
- wild fashions

MAKE-UP (women) — Keep it simple... do not add extra for your job search.

EYE CONTACT — Meet the eyes of the people who are talking with you. Making eye contact shows your interest.

It is expected. Practice eye contact whenever you talk with people.

POSTURE — Stand/sit up straight and pay attention. It shows that you really want the job.

Whenever you visit an employer... even just to ask for an application, look and be at your best.

You don't get a second chance to make a first impression. Follow the hints above to make a **GREAT** first impression. ■

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