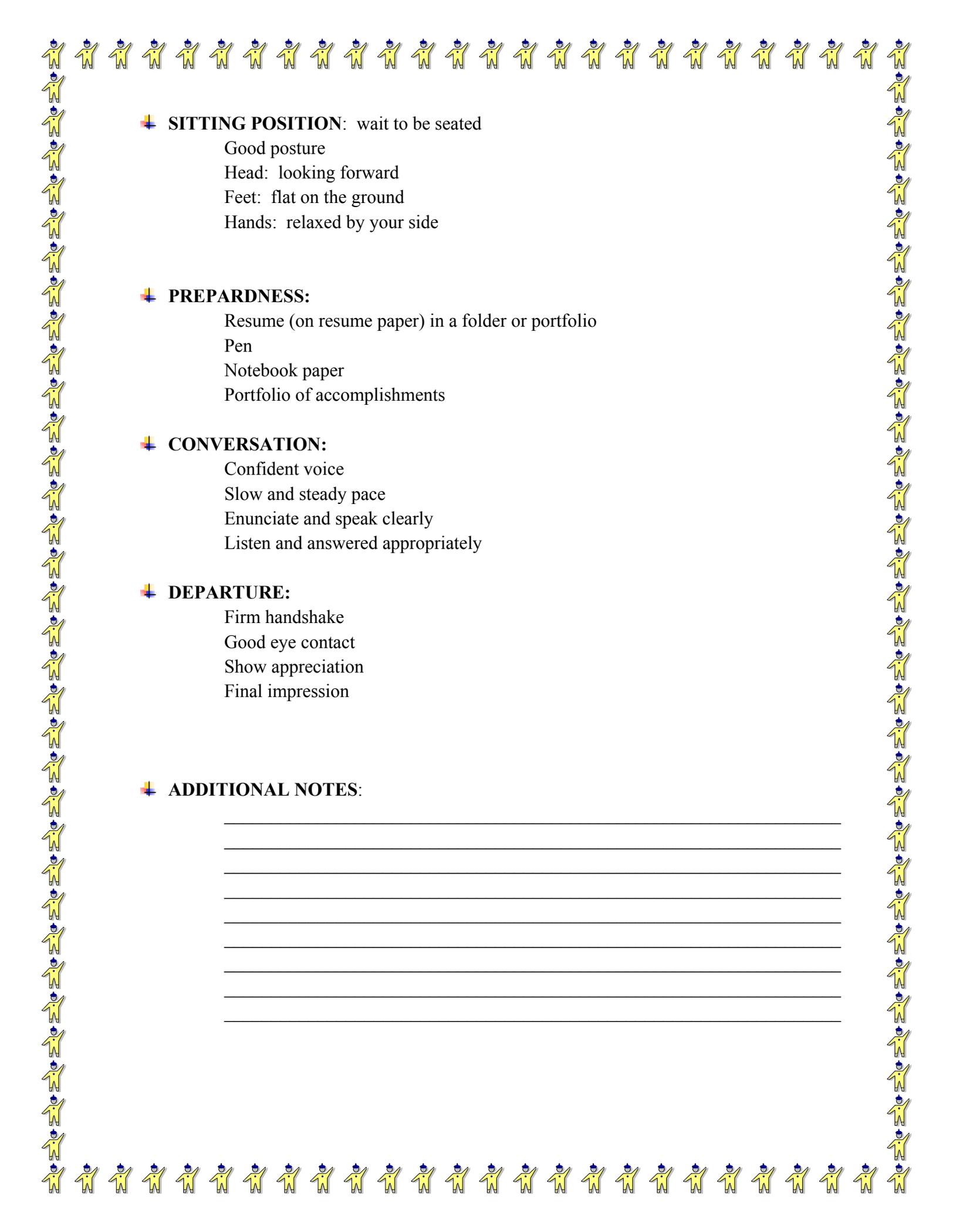




MAKING A GOOD IMPRESSION

- ✚ **EYE CONTACT:** direct focus eye to eye
- ✚ **APPEARANCE:** neat, clean, and well groomed
- ✚ **PERSONAL PHYSICAL CONDITION:**
 - Hair: cleaned and styled
 - Fingernails: well manicured, not “too” long
 - Teeth: brushed and fresh
- ✚ **PERSONAL GROOMING:** clean and stylish
 - Makeup: subtle and understated
 - Hair Style: off the face, clean, and under control
 - Facial Hair: clean shave or manicured
- ✚ **WARDROBE:** fresh, clean, pressed
 - Polished shoes-no sneakers
 - Appropriate attire-no sweat shirts, jeans, baggy clothes, offensive or inappropriate clothing
- ✚ **ACCESSORIES:** understated
 - Rings, watch, cuff links
 - Earrings, bracelet necklace: tailored and conservative
 - No visible body piercings
- ✚ **HANDSHAKE:** firm, inside web of thumb to inside web of thumb



✚ **SITTING POSITION:** wait to be seated

- Good posture
- Head: looking forward
- Feet: flat on the ground
- Hands: relaxed by your side

✚ **PREPAREDNESS:**

- Resume (on resume paper) in a folder or portfolio
- Pen
- Notebook paper
- Portfolio of accomplishments

✚ **CONVERSATION:**

- Confident voice
- Slow and steady pace
- Enunciate and speak clearly
- Listen and answered appropriately

✚ **DEPARTURE:**

- Firm handshake
- Good eye contact
- Show appreciation
- Final impression

✚ **ADDITIONAL NOTES:**
