



CREATING A PROFESSIONAL APPEARANCE TO GET AND KEEP A JOB

PERSONAL TIP SHEET

Looking your best makes you feel better and function better. Good grooming, exercise, nutrition, hygiene and other steps you take help boost your confidence. Feeling confident will help make your job search successful.

Improving your appearance alone won't get you a job offer, but it will help you win attention and respect from your interviewer. It will give you a foot in the door so that the interviewer can then focus on your talents, skills and positive attitude. Good appearance can be the deciding factor between two equally qualified candidates.

Being well-groomed makes the most of your features. Being attractive is not about having "perfect" features. It is about how you present yourself and how you groom your out-side appearance.

TIPS

MAKEUP

When applying makeup play up one feature – your lips, eyes or cheeks. Don't highlight all of these features or you'll look extreme and unprofessional.

HAIR

- Choose a hairstyle that flatters your face. Your cut should also suit your age and lifestyle.
- Choose a style that is simple and easy to manage.

NAILS

- Short, average length nails work best in professional environments.
- If you use nail polish, clear or subdued colors are always appropriate in the work place.

TEETH

- Visit your dentist every six months if possible for a checkup and cleaning.
- Replace toothbrushes every two to three months or when the bristles are worn down.

CLOTHES

- Dress in a clean-cut and conservative manner.
- Make sure all clothing is clean, free of stains and wrinkles, and in good repair.
- Choose clothes that are not too tight or too loose, don't gap when you move, or are too low-cut.

INTERVIEW

- Give a firm handshake.
- Make eye-contact and smile.
- Speak clearly and loud enough to be heard.
 - Relax and believe in yourself.

PERSONAL CARE CHECKLIST FOR CHILDREN

EVERY MORNING I WILL:

- Shower or take a bath (can be done on the night before depending on your routine.)
- Wash and comb my hair.
- Wash my face and brush my teeth.
- Apply deodorant/anti-perspirant (if appropriate).
- Make sure my nails are clean, neat and not too long.
- Check my clothing to be sure it is clean and neat.
- Put on clean underwear and socks.
- Get dressed neatly.
- Smile and have a positive attitude!

First impressions are important and can often be made in as little as 30 seconds. Well-groomed job applicants are chosen more often and offered higher pay than less well-groomed rivals. Once in their jobs, they are more likely to be promoted and have their income increased. When you look sharp and put-together, you are much more likely to feel that way, and people around you will notice.

In addition to good grooming, to be successful at work you should also be healthy and happy. So remember to eat well, get enough sleep, exercise regularly and keep a positive attitude.

It all goes together — good image, good attitude, good job!

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THINGS TO THINK ABOUT WHEN GETTING READY FOR THE INTERVIEW

- What kind of job is it?
- What is the company and what does it do?
- What kind of clothing is commonly worn for this job?
- Does the company have a written dress code?
- What is it like to work at the company?
- What should I wear to my interview?
- What shoes and purse should I wear?
- What jewelry would be appropriate?
- What makeup should I use?
- How should I style my hair and nails?
- What about my personal hygiene and grooming?



YOUR PERSONAL TIPSHEET

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