



# LOOKING FOR A JOB: STEP BY STEP

## LEARN TO LOOK YOUR BEST

## STEP 7

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

A first impression is made within 30 seconds. It is lasting. 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.
- **MAKE UP (women)** – Keep it simple...do not add extra for your job search.
- **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. Look carefully; you will probably find just what you need in your closet. Be sure that your shirt is tucked in. Remove your hat or cap when inside.

Do not wear...

- jeans, if possible
  - tee shirts, especially with ads or messages
  - tight or see-through clothing
  - big, flashy jewelry
  - low cut tops or very short skirts
  - wild fashions
- **EYE CONTACT** – Look directly into 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. Eye contact also shows that you are confident and eager to please.
  - **POSTURE** – Stand/sit up straight and pay attention. It shows that you really want the job.

Do not take an interpreter if you need to speak English for the job. You do not get a second chance to make a first impression. You must do it right in the first 30 seconds. Follow the hints above to make a **GREAT** first impression.