

JOB SEEKER TIPS

presented by

Executive Class Etiquette Services, Inc.

BUSINESS ETIQUETTE AND PROTOCOL CONSULTANTS

- Research the employer
- Proofread your resume and cover letter
- Be well groomed
- Dress professionally
- Be punctual
- Introduce yourself with enthusiasm
- Maintain good eye contact
- Give a good handshake
- Show interest and passion for the position
- Speak confidently
- Prepare questions for the employer
- ASK FOR THE JOB!
- Send a thank you card
- Follow up

Present yourself as **Top Talent** by gaining the knowledge and skills of a polished professional.

For more information contact:



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