

Augusta Technical College Career Services Your First Impression: It's More Than the Clothes You Wear!

Be sure to review our other handouts on:

Résumé Writing

Job Interviewing

We offer services such as mock interviews and résumé critiques to help you make the best first impression during your job search.

Need Help?

Contact Career Services!

Career Center
1300 Building

Phone
706-771-4146

When most job seekers think about making a good first impression, they often think about what they will wear to the interview. While this is very important, often an employer's first impression of you develops ***before you even meet!***

Here are some things that affect an employer's impression of you before you meet:

- *The appearance, neatness, and wording used on your résumé, job application, and other paperwork:* Paperwork demonstrates your neatness, attention to detail, spelling ability, and even positive attitude.
- *The message on your voicemail or answering machine:* Is it professional? Are you making a busy hiring manager wait for a long ring-back tone, or a less than appropriate outgoing message?
- *The tone you use in answering and talking on the telephone:* Do you speak clearly and sound alert, enthusiastic, and friendly?
- *Your electronic life:* Is your **email address** appropriate? Do you use MySpace or Facebook? Is your **online profile** suitable for prospective employers to see?

Things that affect an employer's impression of you when you meet:

- *Hygiene and Breath:* Makeup should be natural, men should have a clean shave, skip the cologne, and don't forget breath mints (no gum!).
- *Hair Style and Fingernails:* Should be neat, clean, and not distracting.
- *Accessories:* Be conservative in your use of jewelry and accessories.
- *Bluetooth/Cell Phones:* Never wear your Bluetooth headset or take a cell phone (or pager, iPod or MP3 player, etc.) into an interview.
- *Portfolio/Briefcase/Résumé:* Always take extra résumés to an interview. Portfolios with examples of your work may also be very helpful. Just make sure you don't take too much to an interview. If you take a briefcase, it may be cumbersome to also take a purse.
- *Your preparedness to answer and ASK interview questions:* Asking appropriate questions shows you are interested in the job. Do your homework. Read the job description, and research the company by visiting the company website. Bring some questions of your own! (**NOTE: DO NOT ASK ABOUT SALARY OR BENEFITS!**)