

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

**Questions?
Contact Career
Services!**

On Campus:
1300 Building

Phone:
706-771-4017
706-771-4146

Online:
[www.augustatech.edu/careers/
students](http://www.augustatech.edu/careers/students)



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 is formed *before she even meets you!*

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

- *The appearance, neatness, and wording used on your résumé, job application, and other paperwork:* Your paperwork can demonstrate your neatness, attention to detail, spelling ability, and even positive attitude.
- *The message on your voicemail or answering machine:* Is it professional?
- *The tone you use in answering and talking on the telephone:* Do you speak clearly and sound 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 she meets you:

- *Hygiene and Breath:* Makeup should be natural, men should have a clean shave, skip the cologne, and don't forget breath mints.
- *Hair Style and Fingernails:* Should be neat, clean, and not distracting.
- *Accessories:* Be conservative in your use of jewelry and accessories.
- *Beepers/Cell Phones:* Never take a beeper or cell phone into an interview.
- *Portfolio/Briefcase/Résumé:* Always take extra résumés to an interview. Portfolios displaying examples of your work can 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. Be sure to make an appointment with Career Services for a mock interview!