

Professional Etiquette Dinner

APPETIZER
DINNER ETIQUETTE

ENTREE
WHAT TO BRING TO AN INTERVIEW
FASHION SHOW

DESSERT
EMAIL ETIQUETTE

CLOSING & AWARDS

BROUGHT TO YOU BY:



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THINGS TO REMEMBER

NETWORKING TIPS:

- Ask open-ended questions.
- Pay attention to the conversation.
- Be enthusiastic and friendly.
- Make the person you are conversing with comfortable.

DINNER ETIQUETTE:

- Follow what the employer does: Don't order a drink unless they do, and stick to only one drink.
- Wait until everyone at your table is served before eating.
- Remember to work from the outside in when using multiple utensils.

WHAT TO WEAR:

- When it comes to accessories, less is more.
- Close toes shoes are best when it comes to professionalism.
- Make sure your clothes fit appropriately.

WHAT TO BRING TO AN INTERVIEW:

- A positive, passionate and knowledgeable attitude about the industry, the company you're applying for and the position you're applying for.
- Know what is on your resume inside and out, including the details of all projects listed, previous jobs and the time-line of each.
- Thoughtful and fantastic interview questions:
What do you expect to be the biggest learning curve for the new person coming into this job?
- How does this position support your department's goals?
- What should your new hire know about your management style, that will help him or her interact more effectively with you?

EMAIL ETIQUETTE:

- Proofread every message.
- Add email address of recipient last.
- Double check that you have added the correct recipient.
- Tailor your signature to the recipient.

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