**Professional Appearance and Grooming for the Workplace**

April 23, 2014

Proper grooming and professional appearance are important to gain not just positive impression but also respect in the workplace. First impressions matter and the way you look and carry yourself create impact on people you get along with in the work setting. Proper grooming and professional appearance is important to both men and women. Lack of these may lead to poor image and may interfere with your chance of getting good impression and positive feedbacks from your workmates and superiors.

**Professional Standards in the Workplace**

In today’s competitive and modern business world, it is highly essential to adhere with professional appearance and grooming for the workplace. If you have the desire to look your best at all times in social and professional settings, you need to keep in mind the following basic guidelines for good grooming in the workplace:

**1.** Wear business suits in basic colors.  
**2.** Always be neat and clean including your teeth, fingernails, face, hair and even your shoes.  
**3.** Keep your pockets empty and as much as possible avoid tinkling coins or keys and bulges.  
**4.** Avoid eating candies, smoking cigarettes and chewing gum when you are inside the office.  
**5.** Use portfolio case or light briefcase when carrying important documents with you instead of compiling these documents in folders and carrying these between your armpits.  
**6.** As much as possible get rid of tattoos and body piercings for these will just make you look untidy and unprofessional.  
**7.** Wear light perfume and cologne and minimize using lots of jewelries.

It is also highly important to maintain professional appearance and image at all times. Proper grooming and professional appearance can certainly make you stand out and be ahead of the competition. You can achieve these by following these helpful tips:

### Make Sure To Wear Clean And Presentable Clothes

Have separate clothes for hanging out and going to the office. It seems to be unprofessional if you wear clothes with holes and stains in the workplace. Wear the cleanest and most presentable outfit when going to work for this will surely help you look your best. However, you need to still comply with the dress code set by your company.

**Invest on Iron and Dry Cleaner**  
There are some clothes that require pressing or special care by a reliable dry cleaner. Pants and other clothing look better when they are professionally pressed.

**Dressed Conservatively**

If you wanted to establish a credible and respectful image, you need to dress conservatively in the office. In the case of women, they are advised to avoid using clothes that are revealing. Clothes must be in proper fit and length to ensure confidence and comfort upon wearing.

These are just few of the many ways on how you can achieve ideal professional appearance and grooming for the workplace. Individuals also have to note that personal hygiene must be practiced in the workplace and not just at home. Professional appearance can further be enhanced by reporting to work early, wearing the best smile often and displaying positive attitude.

# Dress & Grooming for Job Success

Many of us object to being judged for employment based on how we look. We prefer to be hired because of our skills and abilities, not because of our dress and grooming. **BUT** like it or not, appearance is important.

While the college campus may be the perfect forum in which to exhibit your flair for the latest in fashion style, the interview is not the place to do so. Even though many companies have relaxed the internal company dress code, interviews still follow the conservative standard.

Do not go out and but a whole new wardrobe. Go for quality over quantity. One or two well-chosen business suits will serve you all the way to the first day on the job and beyond. Then, when you are making some money (and have a chance to see what the standard "dress" is for the company), you can begin to round out your wardrobe. If you have only one sharp outfit and desire some variety within a limited budget, you might consider varying your shirt/blouse/tie/accessories as a simple way to change your look without breaking your wallet!

Employers hire people they believe will **"fit"** into their organization. Skills, experience, and qualifications are important, but so are dress and grooming. Your appearance expresses motivation and professionalism. When in doubt, err on the conservative side and make a statement of who you are. Your clothing and grooming should create the image that will help you get the job offer.

## First Impressions

Most of us have heard the expression, **"A picture is worth a thousand words."**Remember this when preparing to meet with a prospective employer. The picture you create will greatly influence your chances of being hired. Most employers form a first impression during the first seven seconds of a meeting. Not much is said is this short time; early judgment is based strictly on appearance. Furthermore, studies reveal that employers consistently ask the question, "Does the individual look right for the job?"

Some basic guidelines to follow are:

* Be clean and neat, including your fingernails, teeth, shoes, hair and face
* Conservative two-piece business suit in a basic color
* Empty pockets-no bulges or tinkling coins/keys, etc.
* No gum, candy or cigarettes
* Light briefcase or portfolio case
* No visible body piercing (noise, eyebrow, tongue, etc.) -wear minimum jewelry and cologne
* Arrive ten minutes early and arrive alone
* Smile; be friendly
* Demonstrate a positive attitude
* Use good eye contact
* Shake hands firmly
* Use good manners
* Don't interrupt and don't argue!
* Don't chew gum
* Take resumes and/or other pertinent information

## Clothing

The clothes you wear affect all your attitude and confidence levels. When people take the time to dress for success, they tend to feel good about themselves. Image alone will not win the job offer, but it will go along way in building respect.

There are no absolute rules regarding dress. Your selection will vary based on your occupation, location, and preference. A business suit for a construction job or overalls for an office job would not be appropriate dress! The goal is to look the part, and your appearance should be consistent with your occupation. Neat, clean work clothes would be suitable for assembly, production, or warehouse positions. Sales and office positions require business clothes. A conservative suit would be the recommended style for professional and managerial positions.

Common sense and good taste are the best guides in selecting clothing for the interview. Avoid faddish styles and loud colors. Jewelry should be conservative and kept to a minimum. Clothing should fit comfortably. You want the employer to focus on your skills, not on your clothes.

## Grooming

Personal grooming is just as important as what you wear. You may select the right clothes, but neglecting personal hygiene can ruin the image you wish to present. Review the following grooming checklist before meeting with the employer.

|  |  |
| --- | --- |
| **ITEM** | **GROOMING** |
| Hair | Clean, trimmed, and neatly combed or arranged. |
| Facial Hair (men) | Freshly shaved; mustache or beard neatly groomed. |
| Fingernails | Neat, clean, and trimmed. |
| Teeth | Brushed and fresh breath |
| Breath | Beware of foods which may leave breath odor. Beware of tobacco, alcohol, and coffee odor. Use a breath mint if needed. |
| Body | Freshly bathed/showered; use deodorant. Remove body piercings, tongue rings, and cover tattoos if possible. |
| Make-up (Women) | Use sparingly and be natural looking. |
| Perfumes/ Colognes/ After Shave | Use sparingly or none at all. Your "scent" should not linger after you leave. |

## Goals of Appropriate Dress and Grooming

The primary goal is to "feel good" about the way you look and project a positive image. When you feel good about yourself, you naturally convey confidence and a positive attitude. These nonverbal messages are as important in the interview as the verbal skills you use in selling your qualifications. Persistence and follow-up are the keys to a successful job search. If you are serious about employment, plan your follow-up. There is not such thing as a wasted effort, and the only dead lead is the one you chose to kill. Situations change and the employer who is not hiring today may be looking for someone with your qualifications in the future.

An interview isn't a beauty contest, but how you dress and your overall appearance almost always get noticed by the interviewer. Don't give the interviewer a chance to rule you out because you didn't feel like ironing your shirt or polishing your shoes. Dress in a business-like, professional manner, and you will be sure to fit in wherever you interview.

<http://www.columbustech.edu/career-connections/attire.htm>

# Interview Tips

**Sample Interview Questions with Suggested Ways of Answering -- REMEMBER THAT YOUR RESPONSE SHOULD ALWAYS BE POSITIVE AND RELATED TO YOU-YOUR SITUATION!**

Tell me about yourself.

This is the dreaded, classic, open-ended interview question and likely to be among the first. It's your chance to introduce your qualifications, good work habits, etc. Keep it mostly work and career related.

Why do you want to leave your current job? (Why did you leave your last job?)

Be careful with this. Avoid trashing other employers and making statements like, "I need more money." Instead, make generic statements such as, "It's a career move."

What are your strengths?

Point out your positive attributes related to the job.

What are your weaknesses?

Everybody has weaknesses, but don't spend too much time on this one and keep it work related. Along with a minor weakness or two, try to point out a couple of weaknesses that the interviewer might see as strengths, such as sometimes being a little too meticulous about the quality of your work. (Avoid saying, "I work too hard." It's a predictable, common answer.) For every weakness, offer a strength that compensates for it.

Which adjectives would you use to describe yourself?

Answer with positive, work-oriented adjectives, such as conscientious, hard-working, honest and courteous, plus a brief description or example of why each fits you well.

What do you know about our company?

To answer this one, research the company before you interview.

Why do you want to work for us?

Same as above. Research the company before you interview. Avoid the predictable, such as, "Because it's a great company." Say why you think it's a great company.

Why should I hire you?

Point out your positive attributes related to the job, and the good job you've done in the past. Include any compliments you've received from management.

What past accomplishments gave you satisfaction?

Briefly describe one to three work projects that made you proud or earned you pats on the back, promotions, raises, etc. Focus more on achievement than reward.

What makes you want to work hard?

Naturally, material rewards such as perks, salary and benefits come into play. But again, focus more on achievement and the satisfaction you derive from it.

What type of work environment do you like best?

Tailor your answer to the job. For example, if in doing your job you're required to lock the lab doors and work alone, then indicate that you enjoy being a team player when needed, but also enjoy working independently. If you're required to attend regular project planning and status meetings, then indicate that you're a strong team player and like being part of a team.

Why do you want this job?

To help you answer this and related questions, study the job ad in advance. But a job ad alone may not be enough, so it's okay to ask questions about the job while you're answering. Say what attracts you to the job. Avoid the obvious and meaningless, such as, "I need a job."

How do you handle pressure and stress?

This is sort of a double whammy, because you're likely already stressed from the interview and the interviewer can see if you're handling it well or not. Everybody feels stress, but the degree varies. Saying that you whine to your shrink, kick your dog or slam down a fifth of Jack Daniels are not good answers. Exercising, relaxing with a good book, socializing with friends or turning stress into productive energy are more along the lines of the "correct" answers.

Explain how you overcame a major obstacle.

The interviewer is likely looking for a particular example of your problem-solving skills and the pride you show for solving it.

Where do you see yourself five (ten or fifteen) years from now?

Explain your career-advancement goals that are in line with the job for which you are interviewing. Your interviewer is likely more interested in how he, she or the company will benefit from you achieving your goals than what you'll get from it, but it goes hand in hand to a large degree. It's not a good idea to tell your potential new boss that you'll be going after his or her job, but it's okay to mention that you'd like to earn a senior or management position.

What qualifies you for this job?

Tout your skills, experience, education and other qualifications, especially those that match the job description well. Avoid just regurgitating your resume. Explain why.

Why did you choose your college major?

The interviewer is likely fishing to see if you are interested in your field of work or just doing a job to get paid. Explain why you like it. Besides your personal interests, include some rock-solid business reasons that show you have vision and business sense.

**Important!**

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Visit [jobsearchtech.about.com/od/interviewquestion1/](http://jobsearchtech.about.com/od/interviewquestion1/) for more sample interview questions from the Web.

## Typical Interview Format

* Introductions/Breaking the Ice: 1-2 minutes
* Questions (addressed to the applicant): 10-15 minutes
* Company Information: 3 - 5 minutes
* Opportunity for Applicant to ask questions: 3 - 5 minutes
* Closing the Interview: 1-3 minutes

## Ten Tips to a Successful Interview

* Be punctual. Arrive at least 10 minutes prior to scheduled time.
* Shake hands with the interviewer. Be sure, it is a firm handshake.
* Courteously introduce yourself.
* If you have to wait, read as much as you can about the company.
* Be a good listener.
* Look confident. Body interest-can show your interest.
* Smile, nod, etc. Nonverbal communications.
* Be prepared. Know about the company and have a few questions in your mind to ask the interviewer.
* Thank the interviewer.
* Write a thank-you letter to the interviewer. If more than one person, write all.

## Top fifty interview questions

Most Frequently Asked Questions

1. Tell me a little about yourself.
2. What are some of your weaknesses?
3. What are some of your strengths?
4. Where do you see yourself in five years?
5. What work experience have you had that prepares you for this position?
6. Why are you seeking other employment?
7. How do you get motivated?
8. Why should we hire you?
9. Do you consider yourself a creative problem solver? Give me an example.
10. Why did you leave your last position?
11. Your resume shows that you have moved around a lot. How can I be sure you'll stay at this company?
12. What do you think of your last supervisor?
13. Describe your ideal position.
14. What did you like about your present/last job?
15. What did you dislike about your present/last job?
16. In your opinion, what is good attendance?
17. What are your best accomplishments?
18. Describe how you work under pressure?
19. Describe your ideal boss.
20. What do you have to offer this company that others may not?
21. What kind of salary are you looking for?
22. What was your annual salary at your last job?
23. What have you gained from working at your present/last job?
24. What are your present responsibilities and duties?
25. What would most likely cause you to resign from a position?
26. Do you work well with other people?
27. Do you consider yourself successful?
28. What do you do on a typical workday?
29. Would you consider yourself an organized person?
30. What traits or qualities do you admire most in someone?
31. What are your hobbies?
32. Do you belong to any organizations?
33. How do you deal with rejection?
34. Are you willing to relocate?
35. Tell me about your proudest accomplishment.
36. What has been your most meaningful educational experience?
37. Can you tell me something about the company?
38. How do you think you would perform in a high stress position?
39. How do you feel about routine work?
40. Have you ever been asked to resign from a position?
41. What steps are you taking to improve yourself?
42. Do you have a personal goal that you still want to achieve?
43. Tell me what you would do to get organized for a project.
44. Have you ever been responsible for financial management?
45. There is a period of time on your resume when you were not employed. Can you tell me what you did in that time?
46. Would it be appropriate to contact your current employer?
47. What do you think will be the most difficult aspect of this job?
48. What special skills/talents do you have?
49. What are your ultimate goals for your lifetime?
50. Do you have any questions for me?

# The Job Search & Preparing Your Resume

**Where do I begin?** Unfortunately, you cannot hang a sign on your door and just wait for the job to magically appear!

Getting started is probably the most difficult aspect of the process. At times there may be roadblocks along the way. This will be a time-consuming endeavor. However, with a well-developed plan and a strong commitment, you will persevere. You must be motivated and dedicated to the process.

In order to be successful, you must identify your interests, skills and values. The first step is to identify your career options that closely match your interests, skills and values.

Networking is an essential component in your job search. Develop a list of people who are willing to assist in your job search. Relatives, friends, former employers, teachers, etc. are all good. Provide each person with a copy of your resume. Follow-up on all leads and when you are contacting them be sure to mention the name of the person who provided the lead.

You may create a network through people you meet at conferences, career fairs, meetings, etc. Keep your network informed of your progress. Always send a "thank you" note to all who have assisted you.

## Resume Preparation  "Putting You on Paper"

### What is a Resume?

* A resume is a personal data sheet.
* It is a short summary of important facts about you.
* These facts help an employer decide whether or not to interview you.
* A resume should always be well-thought-out, up-to-date, and well-prepared.
* A resume has approximately 10 to 15 seconds to get the reader's attention.

The fastest way to prepare a resume is to complete the [Personal Data Sheet](http://www.columbustech.edu/career-connections/datasheet.doc).

### Why is Your Resume Important?

* You will feel more confident by becoming more aware of your qualities and skills.
* A resume reflects your potential as an employee better than the job application. (Your resume should always be given to the employer with your completed job application.)
* A resume shows the employer you are organized, prepared, and serious about wanting a job.
* You may get an interview over other applicants simply because you have a resume.
* A resume shows that you are professional.

## Helpful Hints/Guidelines

**Write it yourself!**

* You will be better prepared for the interviews.

**Be Relevant!**

* Everything must directly relate to your job objective.

**Be Positive!**

* Emphasize your accomplishments and skills.

**Be Specific!**

* Document your education, abilities, experience, etc. Present data in reverse chronological order (most recent first).

**Be Accurate!**

* You will be expected to perform as described. Make certain all information is correct and verifiable.

**Be Brief!**

* Use short sentences. Use action words to define duties. One page only. Clearly typed, (do not use a font smaller than 10-point), use good margins, and highlight important information.

**Make it Error-Free!**

* Have someone check your spelling and grammar.

**Have it Look Good!**

* Keep resume formal and businesslike (Professional). Keep it clear, concise, logical flow of information, consistent style and form, and easy to read. Use uppercase and lowercase letters. Have consistent spacing and use consistent verb tenses.

**The Bottom Line!**

* Does the resume arouse the interest of the employer? Does it get the applicant invited for an interview?

**EDIT - EDIT - EDIT**

## Resume Writing

There are two resume formats that are widely used today. These formats are: chronological and functional. Each format has its own purpose and advantages. Which format should you choose? It depends on several factors.

The chronological format presents your education, work experience and activities with each section described in reverse chronological order with the most recent at the top of each section. This type of resume is the traditional. If your skills and accomplishments coincide with your most significant work experience and if these are in line with your career goals, this is the format to use.

On the other hand, the functional format organizes your skills and accomplishments into job task groupings that support your stated career objective. If you must pull together certain skills and accomplishments from a variety of past experiences to show your preparation for what you want to do in the future, then the functional format is for you. People who have been out of the workplace for several years-for example, those people who choose to stay at home to raise a family while the children are young-benefit greatly from this format. It draws attention to what you did rather than when you did it.

Your resume should be a brief highlight of your experiences and education. The goal of your resume is to effectively market yourself to potential employers, and to obtain an interview. Your resume is about you, the job hunter, not just about the jobs you've held.

* **Starting from scratch:** BRAINSTORM all experiences you have had, such as: volunteer, internship, employment, etc. You may not list everything on each resume, but if you keep a master list, it will help you in the future.
* **Targeting your resume:** If you are applying for more than one job, you will need several versions of your resume. Each resume should be tailored for each type of position. Always emphasize the experiences you had that most directly relate to the position for which you are applying.
* **Catch the Reader's Eye:** Most readers will spend 20 to 30 seconds initially reviewing your resume. Using bullets, bolding and indentations will make it easier for the reader to follow and read relevant information. Use action words when describing skills and experience.
* **Length of Your Resume:** One-page, unless you have years of experience and education.
* **Accentuate The Positive:** Highlight accomplishments, not just the mere duties you performed. Do not use negative statements or anything that would be questionable.
* **Leave it Off:** Personal information, such as marital status, age, race, gender, religion, and birthplace is not appropriate. Many times high school information should not be included.
* **Appearance of Resume:** The format of your resume should be professional and eye-catching. Do not use bright colors or graphics.

The heading of your resume should contain information that employers can use to contact you easily. Make certain that your address, phone number, and e-mail address are current before you send out your resume.

The impact of technology on resumes needs to be covered. More and more companies allow you to submit electronic resumes on their websites and other companies are scanning resumes into their computer systems to let the computer do a keyboard search to find suitable candidates for them.

### Additional Pointers

**What if I have had lots of short term jobs?**

* Combine several similar jobs into one "Chunk"   
  Example: 1998-2005 -- Waiter/Busboy; Olive Garden, McDonald's, Shoney's

**What is the best way to impress an employer?**

* Use "PAR" statements. Problem-Action-Result statements include the problem, your solution and beneficial results.

**How can I avoid age discrimination?**

* Do not present your entire work history. Label that section of your resume "Recent Work History" or "Relevant Work History."

**How far back should I go in Work History?**

* About 10 - 15 years should be enough, unless you need experience for your resume.

**What if I do not quite have my degree or credential yet?**

* Diploma anticipated in September, 2007
* Associate Degree anticipated in March, 2008

**What if I have not narrowed down my job objective?**

* Do not use a generic resume. Write a different resume for each job.

**What about paper?**

* Use plain white or ivory. Do not use bright colors.

### The Deadly Dozen

There are certain items you as a job seeker should virtually always leave off your resume. Besides allowing the potential employer to discriminate against you (either intentionally or unintentionally) before he/she even meets you, including any of **The Deadly Dozen** will date your resume about 30 years.

Be sure to omit The Deadly Dozen from your resume:

* **Height:** Even if you're of average height, the potential employer may not be.
* **Weight:** Too thin, too fat, too perfect. Any one of these might be a strike against you in the eyes of a potential employer.
* **Health:** Would you put anything besides "Excellent" on your resume? It is not likely.
* **Sex:** Though they may be able to guess this because of your name, don't mention it anyway. You want to be hired on the basis of your qualifications, not because you are filling a quote, right?
* **Marital status:** Depending on the company, being married can be an asset or a liability (and the same would go for being single). Putting your marital status on your resume may make the potential employer wonder if a married man is right for the job, rather than if you are right for the job.
* **Number of children:** Some employers may assume that if you have children, you will miss work more often than an employee who has no children.
* **Religion:** Whose business is it anyway? Yours and only yours. However, if you are applying for a job with a religious organization, you might want to indicate your religion somewhere on your resume, perhaps in the community activities section.
* **Ethnic origin:** You should avoid mentioning your ethnic origin or heritage, unless your goal is to fill a quote for the company.
* **Date of birth:** You do not want to be ruled out as too young or too old for a job before the employer even gets to meet you, so leave this off as well. The employer is only allowed to ask if you are between the ages of 18 and 65 (for most jobs).
* **Photographs:** Even if you are the most drop-dead gorgeous person on the face of the planet, do not include a photograph. What if you look just like the potential employer's ex-husband? Again, you should be hired because of who you are, not what you look like. Only a few occupations, such as modeling, actually require good looks.
* **Reasons for leaving previous jobs:** If the employer really wants to know, he/she can ask you in the interview. Do not give any fuel for the fire too early.
* **Salary history:** Though many employers will ask that you provide this information, address it in your cover letter if you feel that you must comply with the request. If you mention salary too high, you might knock yourself out of contention before you even get your foot in the door. If you mention a salary too low, you may severely under price yourself. Wait to discuss salary until the interview, if possible.

### Sample Objective Statements

* To join a leading Health Care Facility as a Medical Assistant assisting in the care of medical-surgical patients.
* To obtain an entry level position as an electronic technician.
* To obtain a challenging position that will utilize my strong leadership skills and extensive experience in training.
* To obtain a position in a Health Care Facility which will maximize my administrative and medical skills, as well as afford an opportunity interact with patients.
* An engineering position in manufacturing or design that will allow me to apply my knowledge and interests to benefit the company. Available for relocation nation- or world-wide. Willing to travel extensively.
* Seeking a clerical/secretarial/office management position where my experience, acquired skills, and educational background will allow me to make an immediate contribution as an integral part of a progressive company
* To obtain a responsible position within an established organization that values loyalty and hard work. Willing to take advantage of training that will enhance my value to the employer.
* To obtain a position in mid-level management that allows for application of extensive managerial and communication skills.
* A position as a Medical Assistant in which skills and knowledge can be fully utilized to render exceptional care.
* Responsible entry-level data entry position
* To secure a position as a Legal Secretary which will utilize my skills and which offers opportunities for advancement.
* Motivated, results-oriented professional seeking a full-time position where training in Criminal Justice and Public Administration will advance organizational goals and objectives. Reliable and flexible team player with strong communication and interpersonal skills. Organized, eager to learn, and willing to do what it takes to get the job done.
* Seeking full-time or part-time employment as a receptionist in which my experience, skills, and education will be of value.
* To secure a position as an administrative assistant.
* A position with a company that can utilize my skills in Information and Office Technology.
* To obtain an entry-level position as an Accounting Specialist.
* A challenging position that will utilize my skills and experience in a company for growth and advancement.
* An entry level position in a progressive organization in which acquired skills and abilities will be utilized.
* To secure an administrative assistant position in which experience, skills, and education may be utilized.
* To utilize my talents and skills as an administrative assistant in a progressive firm.
* To apply knowledge, ability, and troubleshooting techniques in a position as an Electronic Technician leading to Electronic Engineer.
* Seeking a challenging clerical or administrative position in which skills and abilities in Information and Office Technology will be utilized.
* To obtain a position with a company that can utilize my skills in Accounting.
* To work for an innovative progressive company that will allow me the opportunity for advancement.
* To obtain a position that will allow me to make effective use of my expertise, knowledge, and abilities I have acquired.
* To apply my training and experience in a full or part-time position as a Material Control/Supply Specialist, or any related position where experience, education and ability will be effectively utilized with opportunity for advancement.
* To obtain a position that will allow me to make effective use of my expertise, knowledge, and abilities I have acquired.
* Entry-level clerical position which offers opportunity for advancement.
* A position as a technician in which in which my aptitude and sales ability will be of value to a progressive organization offering the potential for future advancement.
* Seeking to join a progressive organization, where I may utilize my experience and skills for professional growth.
* Seeking a challenging position as an Administrative Assistant which will allow me to utilize my skills and abilities in Business and Office Technology.
* To obtain employment in the Automotive Maintenance Industry leading to a position as foreman.
* A responsible position with a company that will effectively utilize my educational background and secretarial skills.
* To apply knowledge of .working with battery recycling machinery, starting with this company in an entry-level position, furthering my career in Electronic Technology and advancing to Electronic Engineering.
* To secure Entry-level position as a Legal Secretary.
* A responsible career opportunity in industrial maintenance/electrical maintenance in which I can fully utilize my skills while making a significant contribution to the success of my employer.
* To obtain a position with a progressive organization who provides opportunities to utilize acquired skills and knowledge in the industrial maintenance field.
* To apply my knowledge and ability in a position as an Administrative Assistant.
* To obtain a challenging, career oriented position in security with the Muscogee County School Board.
* Seeking an entry-level position with the goal of moving into management.
* To be a hands on accomplished manager selling and providing high quality technical services in the computer hardware/software industry.

### Sample Highlights/Skills Statements

* How many years experience as a what.
* How many years of progressive experience and responsibility with documented success in the areas of what at various organizational levels.
* How many years progressive what
* How many years proven record of accomplishments in what.
* How many years successful experience in a what setting.
* Title with extensive experience in what.
* A what with more than how many years in what.
* A good morale builder.
* A hands-on professional with a proven record of success.
* Able to communicate and interact effectively with individuals of all levels.
* Able to handle multiple projects concurrently.
* Adept at utilizing teaching skills to provide quality instruction.
* Articulate and creative, offering innovative and practical solutions.
* Able to work with others toward a team goal.
* Able to coordinate all multifaceted tasks involved in what.
* Able to develop and implement new systems when necessary.
* Excellent interpersonal and communication skills; skilled at developing professional relationships with diverse cultures.
* Excel in taking charge and motivating others; enjoy initiating action.
* Creative, imaginative, and objective; confident in expressing ideas.
* Excel in writing and illustrating; knowledgeable in different genres of art.
* Demonstrated ability to execute tasks independently and as a team member.
* Devoted, success driven, and dedicated.
* Respond positively and effectively in demanding situations; thrive in high intensity level environments.
* Skilled at problem meditation and resolution while successfully upholding Objectives; possess maturity to handle challenging situations.
* Able to please customers under all circumstances.
* Able to serve as an agent for others, and trusted to speak on their behalf to accomplish desired results.
* Able to translate ideas into concrete written or visual form to share with others.
* Able to visualize solutions to bring about changes.
* Able to work independently.
* Able to work under pressure and meet deadlines.
* Achieved consistent client satisfaction.
* Adept at both oral and written communication. Interact effectively with individuals of all levels.
* Articulate and creative, offering innovative and practical solutions.
* Bring enthusiasm to team projects and encourage others to develop workable ideas.
* Broad experience as what.
* Can easily break a large project down into smaller pieces, prioritize goals, and work under short deadlines without sacrificing creativity.
* Can work within a set budget and meet or exceed expectations.
* Capable of handling multiple projects concurrently.
* Cheerful personality.
* Committed to assisting others.
* Computer literate - can quickly learn new software.
* Consistently successful in what.
* Creative writing skills.
* Dedicated and meticulous.
* Demonstrated accuracy, attention to detail and ability to work well in team environment.
* Demonstrated ability to work effectively with clients.
* Demonstrated effective leadership skills.
* Demonstrated record of high performance standards, including attention to schedules, deadlines, budgets and quality work.
* Demonstrates competence and poise in professional and social settings.
* Dependable - can work without supervision.
* Effective communication skills, both written and verbal.
* Effective interaction with who and who.
* Efficient and courteous.
* Enjoy working with people.
* Excel at directing a cohesive staff in the successful attainment of objectives.
* Excellent communication skills.
* Excellent communication, interpersonal and organizational skills.
* Excellent motivational skills.
* Exercise initiative, achievement and independent judgment.
* Expert what with over how many years hands-on experience.
* Expert technical knowledge of what.
* Expertise in area and area.
* Extensive experience in what.
* Familiar with what, what, what and what.
* Familiar with computer software.
* Fluent in what language.
* Friendly - can get along well with others.
* Highly imaginative with many innovative ideas.
* Honest, friendly, outstanding communication skills.
* Influential public speaker.
* Knowledge of what kind of functions.
* Knowledgeable and experienced in all phases of what.
* Major strengths in planning, problem solving and communication.
* More than how many years hands-on experience in what.
* Organized and efficient.
* Outstanding master of time management.
* Over how many years experience in what.
* Particular areas of expertise include what.
* Pleasant speaking voice.
* Professional demeanor.
* Proficient in all facets of what.
* Proficient in task assessing and completion.
* Proficient in the use of various software packages including what.
* Proven leader and self-starter; equally adept as team member.
* Proven record of working within a budget.
* Quickly learn procedures and methods.
* Received what award for what.
* Scheduled what for whom.
* Self-motivated and assertive.
* Self-starting, goal-oriented strategist whose confidence, perseverance and vision promote success.
* Sensitive to racial and cultural issues.
* Skilled at encouraging others and developing rapport.
* Skilled with computer systems and software.
* Speak what languages how well.
* Strong background in all phases of what.
* Strong training skills.
* Talented in what.
* Thorough understanding of what.
* Trained in all areas of what.
* Well-organized and efficient.
* Work well in a high pressure environment.
* Working knowledge of what.

## Action Verbs

### Management Skills:

|  |  |  |
| --- | --- | --- |
| administered  analyzed  assigned  attained  chaired  contracted  consolidated  coordinated  delegated  developed  directed | evaluated  executed  improved  increased  organized  oversaw  persuaded  planned  prioritized  produced  promoted | publicized  recommended  reconciled  recruited  reviewed  scheduled  strengthened  spoke  supervised  translated  wrote |

### Research Skills:

|  |  |  |
| --- | --- | --- |
| clarified  collected  criticized  diagnosed  evaluated | examined  extracted  identified  inspected  interpreted  interviewed | investigated  organized  reviewed  summarized  surveyed  systemized |

### Teaching Skills:

|  |  |  |
| --- | --- | --- |
| adapted  advised  clarified  coached  coordinated  communicated  coordinated | developed  enabled  evaluated  explained  facilitated  guided | informed  initiated  instructed  persuaded  set goals  stimulated |

### Helping Skills:

|  |  |  |
| --- | --- | --- |
| assessed  assisted  clarified  coached  counseled  demonstrated  diagnosed | educated  expedited  organized  prepared  processed  purchased  recorded | retrieved  screened  specified  systemized  tabulated  validated |

### Financial Skills:

|  |  |  |
| --- | --- | --- |
| administered  allocated  analyzed  appraised  audited  balanced  budgeted  calculated  computed | develop  directed  established  fashioned  forecast  founded  illustrated  instituted  integrated | introduced  invented  managed  marketed  originated  performed  planned  researched  revitalized  shaped |

### Creative Skills:

|  |  |  |
| --- | --- | --- |
| acted  conceptualized  created  designed | developed  facilitated  familiarized  guided | referred  rehabilitated  represented |

### Technical Skills:

|  |  |  |
| --- | --- | --- |
| assembled  built  calculated  computed  designed  devised | engineered  fabricated  maintained  operated  overhauled  programmed | remodeled  repaired  solved  trained  upgraded |

### Communication Skills:

|  |  |  |
| --- | --- | --- |
| addressed  arbitrated  arranged  authored  corresponded  developed | directed  drafted  edited  enlisted  formulated  influenced | interpreted  lectured  mediated  moderated  motivated  negotiated |

### Clerical or Detail Skills:

|  |  |
| --- | --- |
| approved  arranged  catalogued  classified  collected | compiled  dispatched  executed  generated  implemented |

Some guidelines about listing references:

* Have three to four references available.
* Get permission to list people as references before doing so.
* It is best to use references who can describe your current and/or former work habits.
* Include the job title, company, address, and phone number of all references.
* Print the list on the same paper used for your resume and cover letter.
* Once you have a list of references, arrange them neatly on a separate page. Be consistent in formatting.