

Professionalism

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Objectives

- Discuss online professionalism
- Discuss face-to-face professionalism

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Tell Me What You Think



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(Most) People Size You Up Based on 3 Things

1. How you look
2. How you talk
3. How you write

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E-mail

- Saves time
- Is convenient
- Can be written to a variety of audiences
- Is more cost-effective than "snail mail"
- Leaves a paper trail for documentation
- Allows for expanded discussions by multiple readers



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E-mail - Challenges

- Computer system incompatibilities
- Delivery problems
- Lack of privacy

- *Casual tone leading to
 - Misunderstandings
 - Lack of professionalism



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Professionalism with Email

5 Rules for Emails:

1. Professional E-mail Address
2. Recognize the Audience
3. Spend Time on the Subject
4. Be Professional
5. Be Considerate

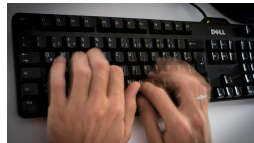


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Effective E-mail

Proofread!!!

- Don't hit "send" button too quickly.
- Errors hurt your professionalism.



Practice 'Netiquette'

- Be courteous.
- You always need to be calm & professional.

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HOW TO WRITE AN E-MAIL TO YOUR INSTRUCTOR OR T.A.

MY NAME IS NOT "HEY" "YO" "SUP" OR "DUDE." USE A PROPER GREETING!

OMG, WHAT ARE YOU, HP? WRITE FULL SENTENCES! THE INTERNET HAS ENOUGH BANDWIDTH.

SIGN YOUR NAME! THIS ISN'T CHAT AND WE ARE NOT FRIENDS.

From: Student
To: Instructor/TA

"hey"

lol, when is your office huors?

btw, where is you're office?

BEFORE ASKING YOUR QUESTION, ALWAYS CONSULT:
A) THE SYLLABUS
B) COMMON SENSE
C) THE SYLLABUS

IT ONLY TAKES A SECOND TO SPELL CHECK! SERIOUSLY, YOUR TIME IS NOT THAT IMPORTANT.

AAAAHH!!! HOW DID YOU GRADUATE HIGH SCHOOL!?

IT'S IN THE SYLLABUS!!!

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Interviewing

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Face-to-Face

- ◆ Prepare appropriately
- ◆ Present yourself professionally
- ◆ Follow-up in writing

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Prepare

Review the job posting, Research the company, Reflect on your experience.

Résumé and Cover Letter - PROOF READ!

Make copies of your Résumé and Cover Letter for the interview.

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First off...

ré·su·mé
/ reze mə/
noun
noun: résumé, plural noun: résumés

re·sume
/re zoom/
verb
verb: resume, 3rd person present: resumes, gerund or present participle: resuming, past tense: resumed, past participle: resumed

1. **begin to do or pursue (something) again after a pause or interruption.**
"a day later normal service was resumed"
synonyms: **restart, recommence, begin again, start again, reopen.** More
synonyms: **suspend, abandon, leave**

• **begin speaking again after a pause or interruption.**
"he sipped at the glass of water on the lectern and then resumed"

• **take, pick up, or put on again; return to the use of.**
"the judge resumed his seat"

noun (NORTH AMERICAN)
noun: resume, plural noun: resumes

1. (NORTH AMERICAN)
a brief account of a person's education, qualifications, and previous experience, typically sent with a job application.
synonyms: **curriculum vitae, CV**
"give your résumé to the HR department"

2. **a summary**
"I gave him a quick résumé of events"
synonyms: **summary, précis, synopsis, abstract, outline, summarization, summation, epitomé.** More

How to type an é: **Alt 0233**

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You have 20 seconds to impress me.

20 seconds... no joke

Your résumé should have NO...

- Misspellings (one, just one, and you're out)
- Annoying Fonts (Your cover letter and résumé should match)
- Social Media Links (they'll find you anyway) (for real)
- Immature/temporary email addresses
- Poor grammar

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Sections

- Header with contact info (phone – mobile? home? office?)
- Education (newest first)
- Experience (newest first)
- Skills and Accomplishments (heavy hitters first)
- References (at least three, Mr./Mrs./Dr. - Name - Title)

Focus on

- Being specific
- Being succinct and clear
- Improvements, promotions, and accomplishments (not duties)

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POOFREAD!

Letting other people proof your work is the only way to make it better

Sometimes you can't see your own mistakes

Find a proofreader who really knows their stuff – grammar, spelling, formatting, etc.

Parent, teacher, friend, professor, coworker, MSU Career Center expert...

Remember that good friends proofread hard!

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Cover Letter = 1 page...

Cover letter ≠ résumé

- Don't let them tell the same story
- All that important stuff you can't fit in your résumé
- A couple points are okay

Use proper letter format

- Block style
- Modified block style

Actually sign your name

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Do your homework...seriously.

Know all you can about the company or business

- Talking points in your cover letter
- Contact name for your greeting

Intro is everything

Lead off strong, make them want to read your résumé

- I am interested in applying for the _____ position
- Well, obviously
- My experience scouting _____ for _____ company has prepared me for...

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Cover Letter Basics.

Don't you dare say 'Dear _____'...Instead just state their name.

Paragraph 1

Tell them what you're going to tell them

- Mention the exact position title
- Use any keywords from the job description

Paragraph 2

Tell them

- Mention specifics about the job description that you excel at
- Mention your previous job experience that qualifies you

Paragraph 3

Tell them what you told them

- Recap your qualifications or use another example of how you fit the job description
- Provide follow-up information – What number should they call? When will you call back?

Say thank you

Say goodbye...sincerely

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Present



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Follow-Up

Hand-written thank you card!

Follow-up with HR

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Online

- ◆ Prepare appropriately
- ◆ Wear pants
- ◆ Follow-up in writing

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Activity

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Tips for Success in College

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Take advantage of opportunities

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Talk to your teachers...

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Get involved.

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