

## Professional Grooming

### How to Look Your Best at Work

- Dress for the job you want, not the job you have.
- When in doubt, err on the side of formality.
- Dress appropriately for the situation.
- For men, always wear a tie to a job interview.
- Tuck in your shirt.
- Wear shoes to the office, not slippers or sandals.
- Polish your shoes.
- When going to a meeting, mirror the client's dress code.
- Make sure your clothes are clean and ironed.
- Invest in quality, not quantity.
- Buy quality accessories, i.e., handbag, briefcase, pen.
- Walk with your head up, looking forward.



### Personal Hygiene

- Wash your hands after you use the bathroom.
- Keep your teeth and finger nails clean.
- Take regular exercise to stay fit.
- Cut your hair and nails regularly.
- Trim excess facial hair.
- Don't pick your nose in public.
- Don't blow your nose at the table.
- Always carry tissues with you.

