Professional Image

- **Employment-appropriate email address**

  ☐ Including your name and initial(s)

  ☐ Avoid numbers, nick-names, slang or personally identifiable information

- **Phone etiquette**

  ☐ Remove ring back tones and use a traditional ring

  ☐ Record a professional voicemail message

- **Quality profile on jobs.utah.gov**

  ☐ Complete registration information

  ☐ Upload a professional resume

  ☐ Include specific skills, keywords and detailed descriptions in each section:

  ☐ Jobs desired
  ☐ Experience
  ☐ Education

  ☐ Identify Social Media sites

  ☐ Allow Employer access

- **Work-appropriate attire**

  ☐ Wear clothing and accessories tailored to your desired position, industry and company

- **Hygiene**

  ☐ Clean teeth, hair and breath

  ☐ Low-scent or no scent lotions, perfume and cologne

- **Positive presence on social media**

  ☐ LinkedIn, Facebook, Twitter, Instagram, Snapchat, etc. — display professional image, ensure private settings and carefully consider who you choose to connect with

- **Career documents**

  ☐ Application

  ☐ Resume

  ☐ Cover Letter

  ☐ References

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