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