



Personal presentation tips

Match your appearance and behaviour to the workplace

- Personal presentation includes your physical presentation, your body language and how you speak to and get along with others.
- Employers use your personal presentation as an indicator of your fit for the job.

If in doubt, play it safe

- Dress for the industry or employer you are targeting for work experience or a job. For instance, if it's a skate shop or inner-city espresso bar, tattoos and piercings might be fine but they might not be appropriate for a conservative office environment.
- If, when meeting an employer, you aren't sure what to wear, dress up rather than down.

Be self-aware

- Be aware of how your body reacts in stressful situations and what messages you might be sending to an employer. For example, when you are nervous do you avoid eye contact and/or fidget? Fidgeting and avoiding eye contact in an interview can come off as a sign of disinterest and could be judged negatively by employers.
- By understanding how your body language could be perceived by employers you can adjust your behaviour so you don't distract the employer from your skills, experience and other positive attributes.

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