



Personal presentation tips

Personal presentation is more than what you wear

- Employers use your personal presentation as a way to decide if you are a good fit for the job. Personal presentation includes:
 - physical appearance. Wearing clean clothes, having clean and brushed hair and being well groomed.
 - body language. Smiling, making eye contact and having good posture.
 - how you speak to and get along with others. Being friendly and polite.
 - your online profile. Employers will look you up so make sure your online profiles send the right message.

Match yourself to the workplace

- Dress right for the employer you want to work for. If it's a conservative office job, tattoos and piercings might not be okay.
- Research the employer before your interview so you know how they expect you to dress.
- If you aren't sure what to wear, play it safe. Dress up rather than down.

Practise to beat nerves

- Be aware of how your body reacts to stress. Do you avoid eye contact or fidget? Fidgeting and avoiding eye contact in an interview can be seen as being rude or bored.
- Practise for your interview in front of a mirror or with friends or family. Ask for feedback on how you present and what you need to change.
- Presenting well means the employer won't be distracted or put off by how you look. Instead, they'll focus on your skills, experience and other professional attributes.

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