How do I practice professionalism?

1. Always address a person formally: Dr, Mr, etc, or ask if you are unsure.

2. ALWAYS reply to calls, emails right away, if you don’t have the answer, respond and give them an indication as to when you will provide them with the requested information.

3. Maintain professionalism in all settings: and dress appropriately, it is better to overdress than underdress.

4. Make sure your email address, ALL SOCIAL MEDIA SITES (Facebook, Twitter, etc) and voicemail are professional.

5. Create a LinkedIn profile.

6. Attend Career Fairs, networking events, and other leadership events/activities.