

COMMUNICATING IN PROFESSIONAL SPACES

Do's & Don'ts of Electronic Communication:

- Do use professional language in emails and texts – avoid "LOL" and emojis.
- Do be aware of your tone and how your audience will read your message.
- Don't text someone after business hours (typically Monday–Friday from 8am–5pm).

*Remember to give the person you are sending a message to at least a 48 hour window to respond.

Being in professional spaces:

- Know when to ask for help and don't be afraid to ask for clarification.
- Avoid inappropriate language (ex. cursing or being too casual).
- Dress appropriately and be aware of fragrance-free policies (some people may be allergic to perfumes and cologne).

PRIORITIES AT WORK

Self-care should be a priority at home, school, and work. It means taking care of yourself and seeking support, so that you can be your "best self".

It's important to remember that being your "best self" isn't going to look the same every day, your needs change as do your tasks at work. Be kind to yourself!

Here are some tips to help you prioritize important tasks and yourself:

- Set small goals that you can accomplish! (Ex. getting out of bed is an accomplishment, just as much as finishing a report is).
- Time-management: Organize your tasks according to difficulty and deadlines. Prioritize closer deadlines and break down lengthy tasks into smaller steps.
- Keep a planner and journal.
- Remember to take breaks. Breathe!
- Be honest with yourself and others. If you can't complete a task, ask for assistance or an extension before the deadline.

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PROFESSIONALISM



A huge part of professionalism is getting to know yourself better and knowing how to effectively express yourself in professional spaces. Here are some tips and tricks to keep in mind on your professional journey!

THE INTERVIEW: WHAT DO I WEAR?

Depending on who you are interviewing with, most people can expect to dress "fancy." This just means business professional:



Avoid:

- Denim.
- Ripped clothing.
- Sneakers or tennis shoes.
- Revealing clothes (ex. clothes that are see-through or thin).

Wear:

- Nice, comfortable shoes (they don't have to be high heels).
- Comfortable business attire that is weather-appropriate (ex. don't wear a sweater/blazer if it's hot, but also try to avoid tank tops. Find the in-between).

INTERVIEWING TIPS

Tips BEFORE the interview:

- Ask your friends and family to interview you for practice.
- Print and bring a copy of your resume/other relevant materials.
- Early = on time; on time = late. Prepare enough time to find the location and relax before your interview.



Tips DURING the interview:

- When introducing yourself and ending your interview, shake hands with your interviewers.
- Make good eye contact.
- Be aware of your body language – avoid hands under the table and keep good posture.
- Keep your goals and passions in mind, and connect it to the job description and expectations.
- This interview is for YOU: your interviewers are getting to know you better, just as much as you are getting to know them. Ask them questions too!

RESUME

Most people forget or don't consider something they did as being "resume-worthy." Next time you volunteer, work, or help someone, remember to write down the:

- Title/name of the activity
- Date(s)
- Description/what you did
- Contact information of the people organizing it

Your experiences can be used to write a resume and cover letter, and connect you with someone who can write you a letter of recommendation in the future.



Ready to apply? Your resume should be:

- 1 page, single-spaced (there are exceptions, so pay attention to what your interviewer requests).
- Relevant and reflective of the job description and expectations.