Who knew when your second grade teacher told you to always say please and thank you she was preparing you for professional success? Today’s employers are looking for candidates who not only have skills and knowledge, but the interpersonal social skills to match.

When conducting a job search, remember to always follow-up an interview with a thank you note. If Aunt Sally recognized the social importance of a thank you, think how impressed an employer will be when you write how excited you are about the job and express an appreciation for their time in a handwritten note.

Table manners also play an important role in making a favorable impression; that’s why Career Services offers you the opportunity to participate in a professional dining experience each semester (Wed., April 6). Never underestimate the importance of professional etiquette during any job search because good manners could give you an edge over the competition and help you land that job offer!

It’s time to visit Career Services, if...

1. You’re not worried about finding a job after graduation because Uncle Sal knows a guy.
2. A “Cover” Letter is what you turn in to your teacher “explaining” why you missed class.
3. You think Career Services has loads of available jobs just waiting for you to choose from.
4. You distinguish the difference between business and business casual by whether or not you wear black socks or white with your sandals.
5. When an interviewer asked if you ever worked in the field, you replied, “Yes, as a short stop.”