Etiquette Tip of the Week: Friend Etiquette Applied to Your Employer....

When we evaluate our friendships, there are certain measures we look for in a friend. Can I count on you? Will you be there for me in good times and in bad? Will you be interested in what I have to say? Will you put aside your cell phone and not text or check messages when you spend time with me? Will you care about my well-being? Will you be honest with me? Will you be loyal?

This is exactly what employers are looking for in an employee or an intern.

So be a friend to your employer.
Be on time, don't cut out early.
Be prepared for meetings and be attentive.

Learn the software.
Don't say, "It's not my job," when help is needed.
When the going gets tough, don't sneak out the back exit.

In interviews, your preparation, company research, clothing choices and attitude, should all say, "You can count on me."

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