

Career Opportunities

Professionalism In The Workplace: Back To Basics

(NAPSA)—The right tools and attitude are essential for any job seeker—especially in today's competitive job market. Whether you are a recent graduate, have re-entered the workforce, or are redefining your career, there are some valuable tools and lessons that can help ensure success.

With hundreds of resumes pouring into companies around the country, first impressions are everything. Resumes should be well written, error-free and presented on quality paper with crisp-looking text. Poor print quality makes an impressive resume look second-rate so set your printer at its highest resolution when printing those final resume copies. A quality laser printer like Lexmark's E320 offers fast print speeds, crisp-laser output and is reasonably priced.

Once your resume gets you in the door, these tips and advice will help you succeed.

The right impression

According to Gloria Starr, life strategist and personal coach, "In the first 30 seconds, people make judgments about us on a subconscious level, based on what they see, hear and sense. From business casual to the ultimate power look, tailor your presentation for success in today's workplace. Your every act, tone and look should express a quiet, rich assurance of success."

Business casual attire has become the norm for many offices but care needs to be taken in choosing the appropriate clothes. Business casual dress is not the same as casual. Ensure outfits are pressed, clean and well put together. Khakis and golf shirts are a mainstay for men, while casual skirts, pants and sweater sets fit the bill for women. Jeans, shorts, tank tops—they're out. In general, ensure you are presenting yourself with the same care and quality that you would present your work. No matter what the content or context, sloppiness, in your documents or your attire, will be judged as less professional.



The right work ethic

Everyone appreciates an employee with a good work ethic. Showing up on time, working efficiently, being a team player and pitching in on team projects are all valued traits. Always go beyond the expectations of managers and treat everyone with respect.

The right tools

Today's technology can keep you organized and updated. Items such as Personal Digital Assistants (PDAs) can serve as an address book, calendar and calculator. Information can be easily downloaded or uploaded to or from your computer. In addition, a cell phone is often considered a must-have and allows you to be reached at a moment's notice. If you work at home part or all of the time, it is imperative to have a quality computer system or laptop and printer to keep your productivity up. If you're a small business that's creating documents for customers, consider a color laser printer to make an even more impactful impression. Color laser printers have come down drastically in cost. As these printers also print in black, they can also serve as the main printer in your small or home office.

The last tip is to be prepared—for anything. With the constant changes in many companies, valued employees are able to adapt to any situation and think on their feet.

Lexmark International provided these tips and tools. For additional information on making a great impression with quality printers, visit www.lexmark.com/US/solutions/business.