

Build Your Professional Image

A positive professional image tells employers that you are reliable, responsible, and committed to improvement. You demonstrate professionalism through your attire, responsible behavior, and appropriate communication—both face-to-face and online.

Professionalism Starts Now

As a current CCV student, you should begin to build your professionalism skill set now. How can you show professionalism in your role as a student?

- Read about the basics of professionalism.
- Be on time and prepared for each class meeting. CCV faculty can serve as professional references, and they may be able to help you begin to develop a professional network in your career field.
- Commit to improvement by accepting feedback and seeking out assistance when you need help.
- Communicate thoughtfully and respectfully with other students, faculty, and staff.
- Dress appropriately when at a CCV academic center or event.
- Create and maintain an appropriate online presence.

Create Your Professional Image

- Make sure your voicemail and ringtone sound professional. If you haven't already done so, consider changing your primary email to something generic such as `firstname.lastname@gmail.com`.
- Google yourself to see what others see when they search for you. Check to see what appears on social media sites.
- Consider joining LinkedIn, a professional networking site, or consider setting up a professional blog to develop a clean online presence.
- Build a web presence in your field. Follow blogs that are related to your career interests, or join an email distribution list, or listserv, that matches your interests.
- Gather and save materials for inclusion in a professional portfolio using CollegeCentralNetwork. Save your course evaluations from faculty and request letters of recommendation from any advisors, faculty, or group leaders who could speak positively about your professionalism, leadership, or abilities.