

# Dress for Success!

## Men

- Necktie should be silk with a conservative pattern
- Dark shoes (black lace-ups are best)
- Dark socks (black is best)
- Get a haircut;
- No beards
- Mustaches are a possible negative, but if you must, make sure it is neat and trimmed
- No rings other than wedding ring or college ring
- No earrings

## Women

- Always wear a suit with a jacket; no dresses
- No high heels
- Conservative hosiery at or near skin color (and no runs!)
- No purses, small or large; carry a briefcase instead
- If you wear nail polish (not required), use clear or a conservative color
- Minimal use of makeup
- No more than one ring on each hand
- One set of earrings only



**OUACHITA**  
TECHNICAL COLLEGE

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# OTC/TRiO Student Support Services Career Brochure



**Ouachita Technical College**

**(501) 337-5000**

## *Four Ways to obtain a job interview*

### 1. Talk to friends and relatives

- *Network; connect with people thru other people*

### 2. Send a letter and ask for an interview

- *Even if they aren't hiring ask for an interview*

### 3. Use the telephone and ask for an interview

- *Follow –up the letters with a phone call*

### 4. Answer newspaper help wanted advertisements

- *Use both the daily and Sunday newspaper*



## *What kinds of work are you interested in doing?*

- Choose an occupation; if you don't know sometimes employer's will place you in the position where "they" need you
- Find out which businesses hire people with your chosen occupation
- Make a list of the businesses that hire within the occupation you have chosen

## *The secret to getting the job you want*

- ✓ Show that you can learn the job quickly
- ✓ Find out the duties of the job
- ✓ Show that you will do the work
- ✓ Show that you are cooperative
- ✓ Have a good attitude
- ✓ Be easy to coach
- ✓ Have good people skills