

## **Etiquette at a Glance**

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Tips for a Successful Reception:

- Exercise good manners and courtesy at reception.
- Make others feel comfortable.
- Remember to use “please” and “thank you.”
- Turn your cell phone off or leave it home.
- Review rules for introductions: introduce the most important person first, the person with the most authority or status. Gender is no longer considered an issue here.
- Review the list of employers or names of people attending the reception.
- Read a major newspaper (all of it) so that you have something to talk about as a conversation starter.
- Eat something before the reception. Food is not the focal point, people are. Don't try to make a dinner out of a free reception.
- Don't make the hors d'oeuvres your first stop. Talk to people first before casually walking over to the refreshments.
- Carry your drink and hors d'oeuvres in your left hand. This will leave your right hand free to extend toward others, and it will keep your hand from being cold and damp from holding your drink.
- Don't try to carry both a plate of food and a drink at the same time.
- Don't just talk to people you know, the purpose is to build relationships with potential employers, not to visit with your friends.
- Walk up to groups of three or more to enter a conversation. Two people talking may not want to be interrupted.
- Ask for an employer's business card and have a place to put it...preferably a business card holder or a day planner.
- Watch how much time you are monopolizing with one person. Be thoughtful, your courtesy will be noted. Focus on making a networking connection, not building a lifetime friendship.
- Talk less and listen more. Ask questions. Encourage people to talk about themselves and their jobs.
- Send a thank you note to the person who invited you to the reception or to the person responsible for the reception! It shows good manners and character.