

Presenting The Best Even Better Resource Sheet

Tips to best present yourself to others:

- **Be Prepared:** If you are aware that you will present or be interviewed, then be prepared. Always go into a presentation or interview with a practiced routine of what you are going to say which includes 3 major bits of information about yourself that you want to share with them. Even if they do not ask you questions make sure you share your 3 major bits of information about yourself before you leave.
- **Dress for Success:** Know the dress code for the event. With that being said it is better to overdress than to be underdressed. There are different categories of a dress code include casual, business casual, business professional and formal.
 - **Casual:** Men and Women would wear jeans, t-shirts, and tennis shoes
 - **Business Casual:** Men would wear nice jeans or slacks, a collared shirt and no tennis shoes or sandals. Women would wear nice jeans, slacks or a skirt, a blouse and no tennis shoes or sandals.
 - **Business Professional:** Men would wear a button up collared shirt, tie/bow tie, slacks, and dress shoes. Women would wear a dress, skirt, or dress pants, a blouse, a blazer, and dress shoes.
 - **Formal:** Men would wear a suit, tie, and dress shoes. Women would wear dresses and dress shoes.
- **Be aware of the signals you send:** Body language can send louder messages than the words you are saying. So give a firm handshake after your introduction, keep good eye contact, have a natural smile and sit or stand up straight. If you have good body language then the audience is able to pay more attention to what you have to say.
- **Be Confident:** Remind yourself of your skills, experience, attributes and qualifications. Focus on the positives.

Tools to improve your image:

- **Visuals:** business cards, pamphlets, posters, power points
- **Records:** 4-H achievement forms, portfolios, resumes

