**PROFESSIONALISM**

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**IMPORTANCE**

* V/M
* Facebook
* Indeed/
* Instagram / Twitter

**PRESENTATION**

* **Language**
* **Tone**
* **Complete Sentences**
* **Professional / Friendly – NOT familiar**
* **When in Doubt – DON’T (COMMENT / LAUGH / INTERRUPT – etc)**

**O/R PROFESSIONALISM**

* Jokes
* Behavior
* Attitude (humble)

You are NOT an EXPERT or technically part of the O/R staff… You are a STUDENT there to learn and develop your newly acquired skills.

**DETAILS**

* Grammar
* Punctuation
* Spelling
* Formatting

Check / Re-Check / and have someone else CHECK

**COVER LETTER**

* Find a job posting for a Surg Tech position and write your Cover Letter with the information on the posting and about the facility

**RESUME – See Required Fields (handout)**