

# EMPLOYABILITY SKILLS

## Appearance

### *First Impression - Online*



Your Social Media, whether it be Facebook, Instagram etc., is being critically observed, not just by friends but by potential employers .

Take time to clean-up your social media if it is offensive, aggressive or hostile. Employers take this behavior from a job applicant as a risk.

Take the extra effort to do your resume/cover letter well with Indiana Career Explorer and attach it properly to your online application.



## Would I get the job if someone looked at my Social Media?