

Lesson 4: Presenting yourself

How others see you matters

In a recent class, I (Dr. Lepore) received an email from a student that said: *What up gurrlllll? Missed class, update me?*

It was sent from a non-college email and I was not quite sure how to answer this. Chances are the student wrote the email quickly, without thinking. Still, it did not present them in a professional way and such a casual message could cause issues in a formal environment like a college classroom or workplace. This is just one example of how you present yourself- you'll present yourself in every live interaction, message, and writing. So how do you make sure you present yourself well?

Read through and think about each of the following:

Writing email to professors and potential employers

- How To Write a Professional Email | For Students, By Students
Video: <https://www.youtube.com/watch?v=SMnjShkHCug>
- Reading: "How to Email faculty" from Stanford University Advising
<https://advising.stanford.edu/current-students/advising-student-handbook/email-faculty>

Creating a resume and cover letter

- The attached documents will guide you through the process of creating your resume and writing a cover letter.
 - CEDC_Cover Letter Sample_1.pdf
https://bbhosted.cuny.edu/bbcswwebdav/pid-78379530-dt-content-rid-595453704_1/xid-595453704_1
 - Freshman Resume Sample.pdf
https://bbhosted.cuny.edu/bbcswwebdav/pid-78379530-dt-content-rid-595453713_1/xid-595453713_1
 - COVER_LETTER_GUIDE.pdf
https://bbhosted.cuny.edu/bbcswwebdav/pid-78379530-dt-content-rid-595453714_1/xid-595453714_1
 - ResumeGuide.pdf
https://bbhosted.cuny.edu/bbcswwebdav/pid-78379530-dt-content-rid-595453726_1/xid-595453726_1
- Visit Symplicity at and look at the document library
<https://lehman-cuny-csm.symplicity.com/students/> (use your Lehman login)
- 50+ Key Skills for College Students and Recent Graduates
<https://www.livecareer.com/resources/resumes/how-to/write/college-student-skills-strengths>

Dressing for success

- Kendrick Tries Lehman College Career Closet - YouTube
https://www.youtube.com/watch?v=X4csb_-0U1o
- Career fair dress for success
<https://myrbs.business.rutgers.edu/sites/default/files/documents/events/career-fair-dress-for-success-business-professional.pdf>

Remember, you can borrow clothing from the career closet or friends and family, and many places offer these types of clothing at a discount (for example, thrift stores often have a wide range of professional clothes available)