

## Career Tips

### How a Handshake Could Ruin Your First Impression

Handshakes take less than a second but can set the tone and establish a first impression of that person. Is it clammy, wimpy or just bad? In a business setting you should always start and end your conversations with a nice firm, web-to-web handshake. Look the person in the eyes, say their name and give their hand a nice firm, two-shake handshake. Yes, two shakes will do it. Three is okay, but don't keep shaking as you are talking to them. Let go. You can also avoid back pats or giving them a double shake by putting your left hand on top of their hand. Hugs are common even in business settings, but just make sure it is the right time and place to embrace.

The normal distance for a handshake is 2 ½ feet apart. Honor their space and don't crowd. You will notice that some people from other countries and cultures may stand off a little more or may even invade your space. Again, honor that and I promise the conversation will be over quickly.

Keep your right hand always empty of food or drink and be prepared to greet people.

**Handshakes create an impression of you. It shows your confidence and professionalism. Make a statement with your handshakes.**

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