



YELLOWSTONE

LANDSCAPE

Tips to Excel in Professional Settings

So you've made it through resumes, thank you letters, and interviews... and congratulations, you got the job! Now what? If you want to be happy and succeed in your new workplace, you still have to put forth some effort!

- **Be reliable**- This means being on time, completing tasks, and always doing your best.
- **Communication**- We could write a whole book on this one alone. Communication skills take practice, so don't stress out if you feel a little shy or awkward in a new situation. Stay confident and don't over-think things, you'll get by just fine!
- **Dress Code**- Whether it's a suit and tie or company t-shirts and work pants, make sure you adhere to the dress code. You don't want to look sloppy, underdressed, or, in the landscape industry, be unsafe.
- **Respond** to emails and phone calls in a timely manner. If it is something that requires a complicated answer, send a quick email so they'll know when to expect your answers/response.
- **Recognize your strengths and weaknesses**. This can be very difficult, so you may need to ask a close friend or colleague. Do not be offended or stress out about your weaknesses. Instead, work on overcoming them, the people around you will notice your effort.
- **Never stop learning**- There will always be ways to improve yourself and the situations you are put in. Don't be afraid to take initiative and make suggestions.