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100 Things You Need to Know: Business Etiquette: For Students and New Professionals

Mary Crane

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100 Things You Need to Know: Business Etiquette: For Students and New Professionals Mary Crane Long before you enter the workplace, you need to know some important things about business etiquette. Job candidates who possess good manners create positive impressions at job interviews and at the meals that often follow. Once hired, they build strong working relationships with colleagues, supervisors, and clients. They know how to send effective emails and when to speak up in meetings. In short, new professionals who know business etiquette experience greater success in the workplace. If you're uncertain how to navigate a formal place setting, or how to select a client gift, or how to pack for your first business trip, don't worry. Mary Crane has developed a list of the 100 important things you need to know as you launch your career—crucial information in "easy to absorb," almost tweetable chunks. You can't know everything. But tackle the "100 Things You Need to Know" about business etiquette, and you'll acquire the good manners that will help you land the job, build a team, and eventually close the really big deal.

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