

# Professionalism/Work Ethic

Career Readiness Series

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HUNTSMAN  
SCHOOL OF BUSINESS

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**UtahState**University

## 6

### **Professionalism/Work Ethic:**

- Demonstrate personal accountability and effective work habits, eg., punctuality, working productively with others, time workload management, and understand the impact of non-verbal communication
- Show integrity and ethical behavior, acts responsibly with the interests of the larger community in mind
- Can learn from mistakes
- Ability to plan, organize, and prioritize work



Proficient in the use of 10-key calculator.

Ability to understand and follow instructions and work with minimum supervision.

Strong self-motivation, well organized, and dependable.

Project pleasant, friendly, professional, business-like demeanor in person, over the telephone and through e-mail.

Proven ability to work autonomously as well as establish effective communications and working relationships with co-workers and others while performing job responsibilities.

Ability to exercise good judgment and make a positive impact on department's productivity.

Maintenance and organization of files

**Qualifications:**

- Bachelor's degree preferred
- Outgoing, friendly personality
- Strong written and verbal communication skills

**Curtesy, tact, tenacity and initiative are required.**

If you are dedicated with a positive attitude, we invite you to come join our team. Employment is contingent on successful completion of a background and drug screening.



# professionalism



CITE

A→あ



[pruh-**fesh**-uh-nl-iz-uh m]

Spell

Syllables

Examples

Word Origin

[See more synonyms on Thesaurus.com](#)

noun

1. **professional** character, spirit, or methods.
2. the standing, practice, or methods of a **professional**, as distinguished from an amateur.



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CITE

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# work ethic

Examples    Word Origin

noun

1. a belief in the moral benefit and importance of work and its inherent ability to strengthen character.

Origin of work ethic



1950-1955



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# On a resume:

## WORK EXPERIENCE

**Retail Banking Strategy Intern**, Zions Bank                      Jun – Aug 2016  
*Salt Lake City, UT*

- Influenced strategy of Zions Bank branches and ATM's by proactively researching new retail banking technologies and strategies
- Created and presented business case summaries based on research



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# On a resume:

## VOLUNTEER/LEADERSHIP

### **Spanish-Speaking Service Volunteer**

Jan 2011-Jan 2013

*Lima, Peru*

- Learned how to consistently work for 14 hours every day to achieve personal and group goals
- Initiated community projects and participated regularly in service opportunities

### **Service Volunteer Portuguese-Speaking (Full Time)**

August 2007 – August 2009

*Rio Grande do Sul, Brazil*

- Worked 70+ hours a week instructing individuals in life improving principles
- Independently performed secretarial assignments including: scheduling appointments and meetings for management, interpreting executive meetings, and drafting and translating official communications



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# More information:

To set up an appointment visit:  
[Huntsman.usu.edu/careerappt](https://Huntsman.usu.edu/careerappt)  
or  
Visit Huntsman Hall 3rd floor lounge  
Friday between 8-9am

Or contact us at:

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