Dear Furman Parent:

In today’s fiercely competitive job and graduate school environment, students need to take every opportunity to distinguish themselves from the competition. Whether in an interview setting, a business reception, or the general company of potential employers, business etiquette skills are essential for presenting oneself with confidence and polish. Give your student a lifetime of valuable business and social management skills by enrolling them in this dining and business etiquette seminar, sponsored by Furman’s Office of Career Services.

**Business Etiquette 101**  
March 15 or 17, 2010, Trustees Dining Room, Furman University  
6:00 – 8:00 PM, $50.00 per person, business attire required

For an eighth consecutive year, Career Services is offering this popular program to juniors and seniors. When asked to evaluate the program, every attendee of the previous seminars replied that he or she would recommend it to other students and offered other comments such as:

“I left feeling more confident and comfortable overall, and much better prepared for upcoming interviews.”

“I think everyone should do this during their junior or senior year before entering the ‘real world.’”

“Absolutely worth the cost and time. This evening is crucial for students.”

“It helped me out a lot. My parents will be impressed!”

Throughout the course of the evening, students will be instructed in the intricacies of formal dining and learn tips to apply in any business or graduate school interview setting. A formal meal will be served during the tutorial, and **business attire is required.** Other topics to be addressed are critical interview skills, formal introductions, entering a room and mingling, the art of conversation, proper handshaking, and other courtesies related to business and dining etiquette.

As graduation day nears and your student prepares for life after Furman, strong business etiquette skills will prove invaluable for ensuring success in the job market or graduate school environment. Give your student the edge to set them apart from the competition by enrolling today in this business and dining tutorial.

Sincerely,

John Barker           Shannon W. Wilson  
Director, Career Services  Business Etiquette Consultant  
Protocol School of Washington trained

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Please print and return registration form and payment by **Tuesday, March 9, 2010** to Furman University Office of Career Services, 3300 Poinsett Hwy, Greenville, SC 29613. Register early, as class space is limited. **Please note that because food orders must be placed with Catering Services, refunds are not available after Wednesday, March 10.**