



# Put Your Best Foot Forward



## Be Prepared

Know where to go, when you start, and what to wear—you can't make a good impression if you don't show up able to work.

## Show You're Motivated

Seek extra opportunities from your supervisors when you're running low on tasks (they'll appreciate the help!)



## Be a Friendly Face

Have a good attitude at work—smiling goes a long way, and your enthusiasm will be recognized, potentially leading to a future position at the company.

## Think Independently

Propose beneficial projects for the office and offer to complete them yourself.



## Be Inquisitive

Ask for clarification—employers are more than happy to answer your questions (because it usually translates to better output!)

## Watch the Details

Set email reminders to track your ongoing tasks and double check your instructions before beginning.

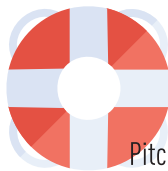


## Be Prompt

Answer emails and missed calls as soon as you receive them; this will help you stay on top of your work.

## Be Accountable

Don't make excuses: own up to your mistakes if you do make them (and propose possible solutions).



## Collaborate with Your Team

Pitch in to help your colleagues whenever you can and keep in frequent contact to be an effective team member.

## Go Above and Beyond

Show up early, make sure all your work is done before leaving, and do your research; your boss will take notice and appreciate your extra efforts.



PLT Canada is inspiring youth to explore careers in the great outdoors! Our goal is to fill over 1,600 jobs through 2018 and 2019 to get Canada's youth working in the woods. By working with employers, we are increasing opportunities for youth and helping students gain skills and experience that prepare them for the future workforce.

**Canada** Funded in part by the Government of Canada's Youth Employment Strategy.

Project Learning Tree Canada fosters community interest in the benefits of environmental education and responsible management of Canada's natural resources. We are committed to using the outdoors to engage students in learning about the world around them—in urban, suburban, rural, and Indigenous communities, and using trees and forests as windows on the world to inspire action.

The Sustainable Forestry Initiative® Inc. is an independent, non-profit organization dedicated to promoting sustainable forest management. SFI® works at the intersection of sustainable forestry, thriving communities and responsible procurement.

To learn more, visit [PLTCanada.org](http://PLTCanada.org)

