



## Business Etiquette



### Badge Overview

Learn the basic business manners that will allow you to showcase just what you're capable of. When you've earned this badge, you'll know the kind of savvy you'll need to be successful in the business world.

### Badge Components

#### 1. Communicate with style and confidence

Think of a job that you'd love to have! Using [this letter](#) as a possible example, write a cover letter to submit to an interviewer hiring for this position. Have someone in your household look over it to let you know how you did.

- If you're not sure what a cover letter is, check out [this document](#) for some tips and tricks.

#### 2. Ace an interview

Watch this [video](#) to learn the ins and outs of a good interview. Then, partner up with someone in your household (preferably someone who has interview experience) and use [these questions](#) to practice your interview skills. Pretend that you're interviewing for the job that you wrote a cover letter for in step 1. What did you do well? Are there any opportunities for improvement?

#### 3. Try your hand at negotiating

Using the job you used in steps one and two, research common salaries for the position in an area that you would like to live in. Then, watch [this video](#) about salary negotiations and learn why advocating for yourself is important.

- What is the common range for the position you'd like to have in an area that you'd like to live in? What are three things that you learned about negotiating?

#### 4. Explore how to act on the job

- Research workplace culture. What is it? What qualities are important to you for somewhere you would like to work?
- Explore international business customs! Pick a country that interests you and research standard business customs for that culture. How is it different from US culture? Is there a custom that you would like to see in business practices here?

#### 5. Network with flair

The most common question asked during an interview is "Can you tell me about yourself?" Using [this webpage](#) as a guideline, create an elevator pitch to confidently answer this question and then present it to someone in your household!

- Can you think of some other situations where you would need to tell people about yourself briefly?

### Materials

- Access to internet
- Something to write with
- Links attached below

### Florida Educational Standards

The content of all Girl Scout national proficiency Badges and Journeys have been correlated by grade level to national and state learning objectives.

[Click here](#) for more information on how Girl Scout Badge-work supports Florida's educational standards.

We love to see Girl Scouts in action. Snap a photo and send it to [marcomm@gssef.org](mailto:marcomm@gssef.org).

Include her name, troop# and the name of the badge she's working on and we'll feature her.

Finished with your badge? Now buy it for your Girl Scout Uniform. Order online at <https://www.girlscoutshop.com/SOUTHEAST-FLORIDA-COUNCIL> and we'll ship it for free.

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Questions? Contact [customercare@gssef.org](mailto:customercare@gssef.org)