



The Power of a Handshake

- **Introduce Yourself** – Tell the person who you are before you reach out and shake their hands.
- **Dry Hand If Necessary** – If you have sweaty palms, air them out and wipe them down before you initiate the handshake.
- **Initiate Appropriately** – It's almost always appropriate to initiate a handshake during a greeting. Never leave an extended hand hanging.
- **Use The Correct Hand** – Most people shake with their right hand, but be prepared to shake with your left hand if circumstances require that. Pay attention to your non-shaking hand. Keep it visible and open.
- **Stand Up** – Stand up out of respect for the person you are greeting.
- **Make Eye Contact** – Look a person in the eyes as you shake hands.
- **Smile** – A smile goes a long ways to establishing that you are a confident, friendly, genuine person.
- **Grip Firmly** – A firm and consistent grip is perfect. Too tight and you could injure the other person's hand. Too weak and your handshake will feel like a dead fish.
- **Pump 2-3 Times** – Shake from the elbow 2 to 3 times.
- **Time It For 3-4 Seconds** – Don't linger while shaking hands. Keep it short and sweet.
- **Repeat Their Name** – Saying something like "It's great to meet you, Tom" during the handshake can help you remember their name later on.

None of these things are hard things to accomplish, so don't overthink it. And definitely don't make things awkward. Instead, find a friend or family member and practice how to shake hands professionally. It's an important skill to master if you want to find a job or grow your network.