

What to wear
to work



OBJECTIVES

DRESS FOR SUCCESS

To develop and practice the skills

- for proper hygiene
- to present yourself professionally
- to select appropriate apparel
- to accessorize
- to choose appropriate footwear

Professional dress refers to having the appropriate clothing for the work you are doing. What someone wears to work at a construction site is very different than what someone wears to work at a bank.

Some companies provide you with a uniform or clothing that is specific to the job. In other cases, you are responsible for purchasing what is required. For example, items such as work boots or scrubs.

If you are in need of something for your internship placement and cannot afford to buy it, please let Ms. Armstrong know.



If you are unsure about what to wear to your new workplace...ASK!



Please avoid wearing the following mistakes...

- Any top that is low-cut or shows shoulders, cleavage, chest hair, or midriff.
- Any bottom that shows underwear or butt cracks or butt cheeks.
- Any shorts or skirts that are more than **two inches** above the knee.
- Absolutely no beachwear, flip flops, pajamas, or slippers **EVER!!!**
- Absolutely no hats or hoods indoors!
- Any footwear or clothing that is ripped, stained, smelly, dirty, or has an inappropriate expression or picture.

Clothing does not need to be
expensive nor do you need to wear
something different every day.

A good investment is a dark skirt or pants and a pair of sensible shoes.

Button down shirts and blouses always look professional, as do sweaters.

A sport coat or blazer is an option, but not necessary.

Consider accessories.

For men, have at least one tie and a plain belt.

PERSONAL Grooming & Hygiene

- Showered, brushed, and unwrinkled
- No extreme hairstyles or makeup
- Anti-perspirant is always appreciated
- No strong colognes or fragrances
- Nails should be clean and practical in length
- Please note that some businesses may not allow visible piercings or tattoos.

Please contact me at any time for the following:

- questions
- internships
- job opportunities
- volunteer opportunities
- help and guidance

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