

PROFESSIONAL ETIQUETTE HOW TO DRESS FOR SUCCESS



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a pathway to meaningful work

***A Student Style Guide for Interviews,
Internships and Employment***



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Arbors Group



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***75% of recruiters believe that how a person dresses for work affects one's job, salary, and possible promotions.
-(wingsforsuccess.org)***

Thank you to the fabulous models who were willing to participate on this project!

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Elizabeth Medina, Ph.D., Dean of Students

Shane Sokoll, Ph.D., Chief Strategy Officer

Mike Witkowski, CFP® , Partner, Thrivent Financial

Cathleen Wenger, CFP®, Financial Consultant, Thrivent Financial

Myron Jordahl, CFP®, Wealth Advisor, Thrivent Financial

Rebecca Zielsdorf, Office Professional, Thrivent Financial

Travis Clifford, Alumnus, Business Management Major

Liliana Loyola, Junior, Pre-Nursing Major

DeeMarco Richardson, Senior, Communications Major

Courtney Parker, Sophomore, Business Entrepreneurship Major

Laura Nelsen, Alumnus, Multidisciplinary Studies,
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Photography provided by Photographers of Westlake.

BUSINESS PROFESSIONAL



Lynette Gillis, Ph.D., AVP of Professional Studies

The goal of business professional is to look the best you can. The way you dress represents you and your company.

Buy the essentials: black skirt, blazer, trousers in gray, black or tan, black pumps and a nice purse.

THE OUTFIT

JACKET FROM DILLARD'S®

SKIRT FROM DILLARD'S

THE COST

\$47

\$36

BUSINESS PROFESSIONAL



Laura Nelsen, Alumna, Multidisciplinary Studies Concentrations, Communications and Psychology

Evaluate your current wardrobe before shopping. Identify pieces that can be worn to work, then shop for items to fill in like a nice belt for slacks you own.

Mix and match and spend less money.

THE OUTFIT

THE COST

JACKET FROM JCPENNY®

\$27

SKIRT FROM JCPENNY

\$17

BLOUSE FROM JCPENNY

\$20

BUSINESS PROFESSIONAL



***Mike Witkowski, CFP®, Partner,
Thrivent Financial***

Business Professional for men is a suit or slacks and a matching jacket with a button front shirt and tie. Keep in mind that the way you dress represents you and your company.

Buy the essentials—a light and dark pair of slacks, button front shirts, a basic belt and dark dress shoes.

THE OUTFIT

THE COST

SHIRT FROM TARGET®

\$24

TIE FROM TARGET

\$16

SUIT FROM GOODWILL®

\$19

BUSINESS READY



***Cathleen Wenger, CFP®, Financial Consultant,
Thrivent Financial***

Business Ready is a modest skirt or pants and an appropriate blouse or sweater.

General rule for all outfit choices: If you have to question if an item is appropriate, don't wear it.

THE OUTFIT	THE COST
SKIRT FROM TARGET	\$23
CARDIGAN FROM TARGET	\$23
TANK TOP FROM TARGET	\$18

BUSINESS READY



Travis Clifford, Alumnus, Business Management

Business Ready for men is defined as being one easy change away from Business Professional.

Keep a jacket or blazer in your office along with a spare neutral tie and you can be Business Professional when the need arises.

THE OUTFIT

THE COST

VEST FROM SALVATION ARMY®	\$2
SHIRT FROM SALVATION ARMY	\$3
SUSPENDERS FROM SALVATION ARMY	\$2
TIE FROM STEIN MART®	\$17
SLACKS FROM STEIN MART	\$17

BUSINESS READY



***Rebecca Zielsdorf, Office Professional,
Thrivent Financial***

Business Ready should convey professionalism.

By keeping a neutral colored jacket and a pair of nice shoes in your office you can switch to business professional in minutes.

THE OUTFIT

- SKIRT FROM KOHL'S®
- BLOUSE FROM KOHL'S
- CAMISOLE FROM KOHL'S

THE COST

- \$23
- \$23
- \$6

BUSINESS READY



Courtney Parker, Sophomore, Business Entrepreneurship

Jewelry should be kept at a minimum as well as anything that would distract from your strengths.

Keep hair well groomed. Nails should be trimmed and clean and your smile should be well maintained to project a professional image.

THE OUTFIT

THE COST

SLACKS FROM ROSS®

\$17

SHIRT FROM ROSS

\$15

TIE FROM ROSS

\$8

BUSINESS CASUAL



Elizabeth Medina, Ph.D., Dean of Students

Business Casual may mean a short or long sleeved shirt in a variety of colors and patterns paired with a skirt or slacks. Selections should be more classic than trendy.

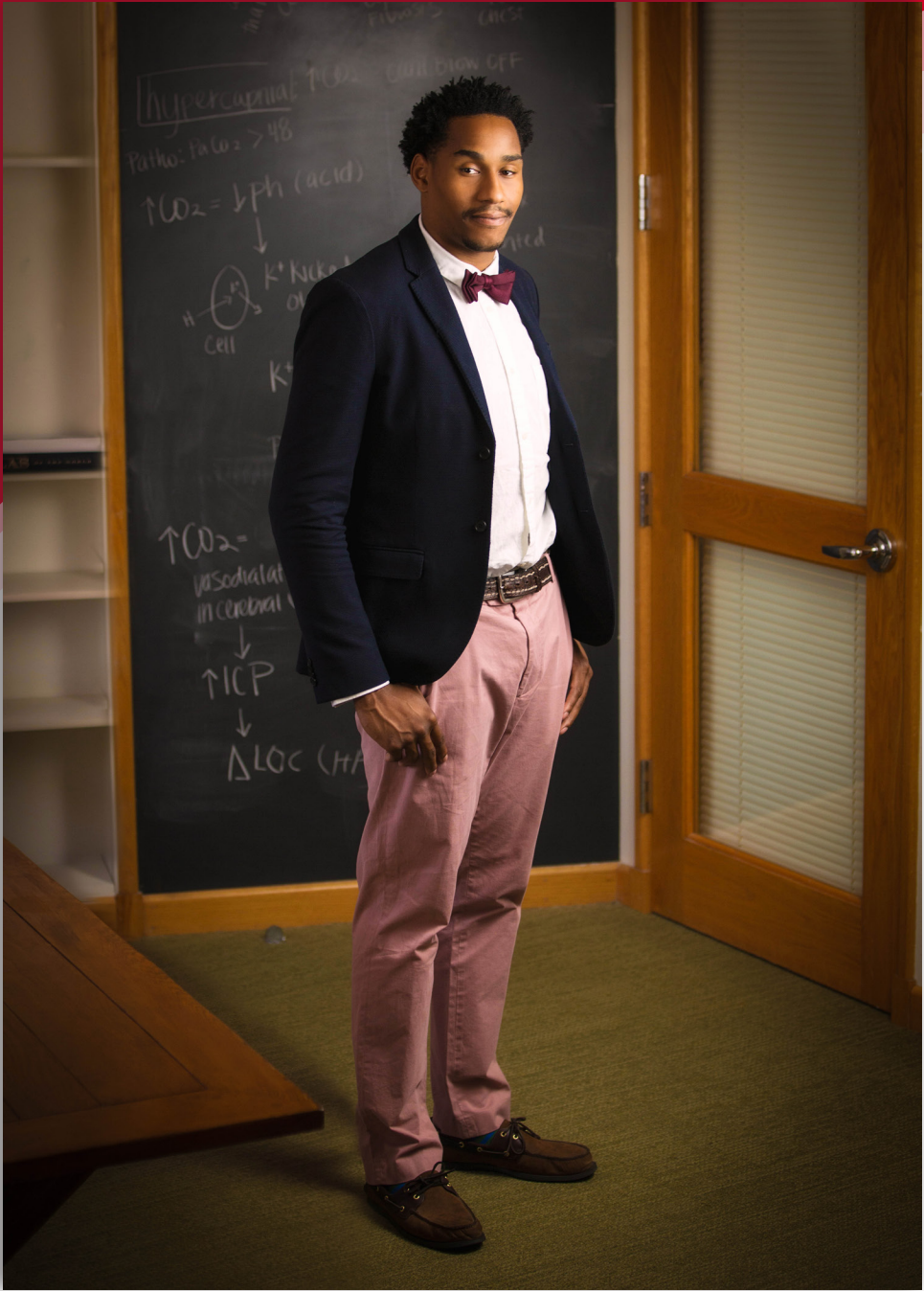
Ask what is appropriate. It is best to keep it neutral, keep it covered and in good taste. Wear natural looking makeup.

THE OUTFIT

THE COST

SLACKS FROM NEW YORK & CO®	\$29
TOP FROM NEW YORK & CO	\$15

BUSINESS CASUAL



DeeMarco Richardson, Senior, Communications

A tie or bowtie should be tasteful. A tie should reach the top of the belt buckle. It should compliment your suit. Learn to knot your tie correctly.

Socks should match the color of your shoes and slacks. Exposing skin due to short socks or pants is not professional.

THE OUTFIT

JACKET FROM H&M®

SLACKS FROM H&M

SHIRT FROM H&M

BOWTIE FROM H&M

THE COST

\$31

\$20

\$15

\$1

BUSINESS CASUAL



Shane Sokoll, Ph.D., Chief Strategy Officer

Business Casual can vary from office to office. It can range from simply not wearing a tie, to jeans and casual shoes.

Be sure to consult the employee handbook or ask co-workers.

THE OUTFIT

THE COST

SLACKS FROM DILLARD’S	\$15
SHIRT FROM DILLARD’S	\$25
BELT FROM DILLARD’S	\$14
SOCKS FROM DILLARD’S	\$5

BUSINESS CASUAL



Liliana Loyola, Junior, Pre-Nursing

Staying covered is always appropriate. Don't wear short skirts or low neckline blouses.

Many businesses will have clothing guidelines in their employee handbook. Reference that section if you have doubts about an item.

THE OUTFIT

THE COST

SKIRT FROM THE LIMITED®	\$5
BLOUSE FROM THE LIMITED	\$16
JEWELRY FROM THE LIMITED	\$13
SHOES FROM ROSS	\$29

BUSINESS CASUAL



***Myron Jordahl, CFP®, Wealth Advisor,
Thrivent Financial***

Either a button front shirt or a nice polo shirt is acceptable. Nice slacks or khaki pants may be worn. T-shirts are not acceptable.

Do wear deodorant, don't wear too much or overpowering cologne.

THE OUTFIT

THE COST

SLACKS FROM MARSHALLS®

\$20

SHIRT FROM MARSHALLS

\$25

BELT FROM MARSHALLS

\$13



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