The mission of the Student Professional Development Program is to provide learning experiences that ease the transition from college to the professional business environment. These experiences will provide students with the abilities to make informed career choices, set themselves apart, and become leaders in their chosen field.

CONTACT INFORMATION
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www.uwec.edu/cob/spdp/

UW-Eau Claire College of Business - Student Professional Development Program
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Dress for Success

1. Invest in the upper _________________________ of the body.

2. Wear high contrast to communicate ____________________________.

3. Never mix more than ____________ colors in an outfit.

4. Shoulder pads create the illusion of a smaller ______________________.

5. Patterns should complement your ____________ and ____________.

6. More ____________ = Less ____________________________.

7. A ____________________________ is a garment of authority.

8. Dress to the highest level of your ____________________________.

9. The person at the ________ of the organization sets the tone.

10. A man’s tie should reach the top of his ________________.

11. The most flattering skirt length is _______ _________the ________.

12. A ___-_________ _____________ lets you see what others see.

Adapted from materials by Professionalism International, Inc. – Danielle Turcola, President
# BUSINESS WARDROBE INVENTORY

**Clothing Category:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Quantity</th>
<th>Color</th>
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<tr>
<td>Suits</td>
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<tr>
<td>Sport Coats/Blazers</td>
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<td>Trousers/Skirts</td>
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<td>Shirts/Blouses</td>
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**Accessories:**

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### BUSINESS WARDROBE INVENTORY REVIEW

Are you missing any key items?

______________________________________________________________________________
______________________________________________________________________________

What pieces could you purchase to pull a more complete wardrobe together?

______________________________________________________________________________
______________________________________________________________________________
Personality and Lifestyle Analysis

In the space provided below, analyze your personality, lifestyle, profession, and position. Read over what you have written, then, in the space provided, describe the look that’s right for you.

Personality: ________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Lifestyle: _________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

My likes and dislikes in clothing are: ___________________________________________
____________________________________________________________________________
____________________________________________________________________________

My figure assets and liabilities are: ____________________________________________
____________________________________________________________________________
____________________________________________________________________________

My profession is: ____________________________________________________________
My position is: ______________________________________________________________
My superiors wear: ____________________________________________________________

My executive image can best be described as: ____________________________________
____________________________________________________________________________
____________________________________________________________________________

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## PROFESSIONAL APPEARANCE TIPS

### MEN

**SUITS**
- Darker suits - blue or black
- Solid colors and pinstripes (muted&narrow)
- Material - 100% Wool
- Tailor Fit - Not too big, Not too small
  
  (Suit separates if needed)

**SHIRTS**
- Solid white or french blue.
- Always long sleeves, cuff extends 1/4" below suit sleeve.

**SHOES**
- Black and brown (or burgundy).
- Black lace-ups, cap-toe and wing-tip are the most conservative.
- *Slip-on dress shoes are the most versatile for day or evening (good for travel).*
- Shoes should **always** be clean & polished.

**HOSIERY**
- Socks should compliment the suit.
- Should cover skin when legs crossed.

**TIES**
- 100% silk are most powerful and professional. Easier to tie, and do not wrinkle.

**ACCESSORIES**
- Belts should be leather and match (or at least) compliment shoes.
- Watches should be simple and elegant.
- Briefcases should be leather (black/brown)
- Jewelry should be simple and conservative.

### WOMEN

**SUITS**
- Darker suits - blue or black
- Skirted suit is a the safer (more conservative) choice.
- *Many employers are split on the idea of pant suits.*
- Skirts should be below the knee.
- Material - 100% Wool
- Tailor Fit - Not too big, Not too small

**SHIRTS**
- Solid white or french blue (most conservative).
- If not long sleeves, at least past the bicep
- Avoid transparent materials and/or low necklines and revealing waistlines.

**SHOES**
- Flat shoes or low pumps in complimentary (to outfit) colors, black is most conservative.
- Avoid open-toed shoes.
- *Women must use their own discretion many times, as they have many more options than men.*
- Shoes should **always** be clean & polished.

**HOSIERY**
- Always wear hose.
- Make sure they are plain, non-patterned, that flatter your color. Neutral colors are most conservative.

**ACCESSORIES**
- Jewelry should be simple and conservative
- Avoid dangling earrings, no more than one ring per hand.
- Watches should be simple and elegant.
- Briefcases should be leather (black/brown)
- *Briefcase is a better option than purse.*
Student Professional Development Program
PROFESSIONAL APPEARANCE EVALUATION

Your Name (attendance): ____________________________ Year in school: ☐ Fr ☐ Soph ☐ Jr ☐ Sr

Signature (attendance): ____________________________

Today’s Date: ______/______/______

To ensure continuous growth and development in the Student Professional Development Program, please evaluate the following workshop components:

Registration System (ease of use): (Poor) 1 2 3 4 5 (Excellent)

Comments: __________________________________________

Informational Value: (Poor) 1 2 3 4 5 (Excellent)

Comments: __________________________________________

Presenters: ____________________________ (Poor) 1 2 3 4 5 (Excellent)

Comments: __________________________________________

Handouts (if any): (Poor) 1 2 3 4 5 (Excellent)

Comments: __________________________________________

Overall value of this workshop: (Poor) 1 2 3 4 5 (Excellent)

Comments: __________________________________________

Do you have any suggestions for improving this workshop? __________________________________________

__________________________________________________

Do you have any suggestions for the Student Professional Development Program? ______________________

__________________________________________________

__________________________________________________

Continue on back if necessary. Thank you!