



JCBEA Corner

February, 2017

Learning basic business etiquette is one of the key components that will let teenagers begin to excel in the workplace. The Jefferson County Business Education Alliance (JCBEA) spends time on this important factor during our Career Readiness Workshops that are offered at no cost to teens throughout Jeffco.

Often parents will ask us if they can participate in the workshops. The answer is no, but we have agreed to partner with our local chambers of commerce to provide bits of our curriculum each month to our business community. This month we'll start with:

### **What to Wear**

When you first enter, or are in the business world, you must know how to dress appropriately for any given situation. What you wear for an interview or career fair is likely to differ from your day-to-day business attire. When you get the job, you will want to mirror the corporate image. When you are interviewing, you want to make sure that you are always dressed one-notch up from day-to-day expectations.

#### **Formal Business Clothes (dressy evening events and award ceremonies)**

Women

- Suits- Blue, black, navy, charcoal, taupe
- Hosiery
- Dress shoes (not stilettos)

Men

- Suits- blue, black, navy, charcoal
- Dress shoes and socks as dark as pants

#### **Business Professional Attire (professional service offices – accounting firms, law offices, etc.)**

Women

- Suits
- Dresses
- Skirts and blouses with blazers

Men

- Suits
- Dress pants, shirt & tie with a sport coat

#### **Business Casual (small businesses)**

Women

- Pants (no jeans)
- Dresses or skirts with sweaters or blazers
- Styled jean jackets
- Dress shoes or flats (no sneakers, flip flops)

*Men*

- Khaki pants or Dockers
- Button down shirt or polo shirt, no tie
- Sport coat optional
- Loafers

The JCBEA has launched a GoFundMe page in the hopes of having 2017 people donate \$17 each to help keep Career Readiness no cost for Jefferson County teens. Please visit:  
<https://www.gofundme.com/JCBEA>