



## WHAT SHOULD I WEAR?

**Business Professional:** Usually seen in corporate offices (like law firms), good for interviews, meetings with clients, conferences and networking events

Men: Suits, dress shirts, tie, dress shoes, belts

Women: Suits, blouses, skirt/dress pants, close-toed shoes, subtle jewelry

**Business Casual:** Most work environments have business casual dress codes

Men: Collared shirts, sweaters, dress pants, dark colored slacks, dress shoes, loafers

Women: Blouses, sweaters, collared shirts, dress pants, knee-length skirts, flats, loafers, close toed shoes, subtle jewelry

**Casual:** Some creative workplaces or startups may have a casual dress code

Men: Polo shirts, casual button-downs, company T-shirts, dark jeans, khakis, slacks, clean sneakers, casual dress shoes

Women: Blouses, sweaters, company T-shirts, dark jeans, dress pants, knee-length skirts, flats, loafers, close toed shoes, clean sneakers, subtle jewelry

**Tips:** Avoid wearing anything overly revealing (such as ripped clothing, and low cut tops), make sure any heels you wear are less than 3 inches, if you are unsure of the dress code, dress more professional, or reference what your coworkers are wearing

## HOW DO I WRITE A PROFESSIONAL EMAIL?

**Subject Line:** Clear, specific, and concise and directly reflects the content of your email

**Greeting:** Always start with a professional greeting

**Content:** Be concise and polite

**Signature:** End your email with a professional sign-off (such as Best, Regards, Sincerely), as well as a way to contact you (such as your phone number)

**Subject: Request for Meeting – Project Update**

Dear Tom,

I hope you're doing well. I wanted to request a brief meeting at your convenience to provide an update on our most recent project and discuss the next steps. I have some insights and potential solutions that I'd love to get your feedback on.

Please let me know a time that works for you, or if you prefer, I can send over a summary via email. Looking forward to your thoughts.

Thank you for your time.

Best,

Jane Doe

(123) 456-7777

## WHAT IS "APPROPRIATE" COMMUNICATION AT WORK?

**Verbal Communication:** Communication is important in the workplace, especially when collaborating with others, so speak professionally by using clear and concise language. Make sure to adjust your tone to match the situation. You should speak confidentially and respectfully. Make sure to proofread emails to check for grammar and spelling errors. Always try to respond to emails within 2-3 business days.

**Non-verbal Communication:** Your body language while at work is another way you communicate with others. Maintaining eye contact and having an open posture shows that you are listening to what others are saying!

**Other Tips:** Try to avoid using all caps when you are emailing, it may come off as yelling. It's best to avoid being overly sarcastic, using slang, profanity, gossiping, or talking negatively about other coworkers. Try not to share too much personal information, and avoid scrolling through your phone. Limited headphone use can be appropriate as long as the music is not too loud.

## HOW DO I ADJUST TO THE WORKPLACE AFTER BEING IN SCHOOL FOR SO LONG?

**Observe and Learn:** How are others communicating in the workplace? Did you notice any "unwritten" rules? It can be daunting to start working in a new place, but learning from the environment is a great way to adjust to your new position!

**Build Relationships with Your Colleagues:** Remember, everyone starts somewhere. Introduce yourself and get to know about other roles in the company!

**Be Patient with yourself:** It is normal to feel like an outsider, but with time you will build your confidence! Remind yourself that your experience and education is valuable, if you are unsure of something don't be afraid to ask for help.

## WHAT ARE THE DIFFERENCES BETWEEN HOURLY AND SALARY?

**Pay:** Salary has a fixed annual salary, paychecks are consistent. You will have more flexible hours, but you are not eligible for overtime. Hourly has more variable paychecks as they depend on the hours you worked, you will have a set schedule and are eligible for overtime.

**Roles:** As a salary employee, you will be expected to have more performance based tasks that are typically results driven. You'll have more accountability and project based work.




MAKE AN APPOINTMENT WITH US!  
WE ARE HAPPY TO HELP

## HAVE MORE QUESTIONS? CONTACT US!

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