How to Dress

Make a good impression at your internship by dressing professionally – it is a reflection of your professional self. TWC encourages students to consider their professional attire because presentation matters and you represent not only yourself, but your University, your internship site, and TWC.

Upon accepting an internship, it is appropriate to ask your internship supervisor about the professional attire worn in the office. If you are unaware of the office attire at your internship, be prepared on the first day to dress in business attire. In addition to your internship, students are expected to wear business casual or business attire to leadership forum programming. Please consult with your Academic Program Advisor about their expectations for professional attire.

Business Attire

- Business suits, skirts, and pressed trousers
  - Ideal colors include: black, grey, navy, browns
  - Skirts should be knee-length
- Button-up shirts, blouses, and vests
- Ties and bowties
- Avoid too much flashy color.
  - Ties, scarves, shirts/blouses are a good way to add color to complement suits.
- Styles should be classic – avoid trendy clothing.
- Clothing that is well-fitted is ideal.
- Accessories, such as jewelry, should be simple.
  Facial piercings anywhere besides the ears and nose should be removed or use a clear stud. Tattoos should not be visible.
- Hair should be clean-cut and styled.
- If wearing makeup, choose subtle colors.
- Polished shoes are not necessary; loafers or similar styles are acceptable. Avoid sneakers and sandals.

Casual

- Pair dark wash jeans (no holes) with a nicer polo, casual button-down, or blouse.
- Hair, makeup, and accessories can reflect your personal style, but make sure these are work appropriate.
- Hair should be clean-cut and styled.
- Avoid showing a lot of skin.
- No sweats, cut-offs, tank tops, and flip flops.
- Loafers and sneakers are acceptable.

What to Purchase Before Your Arrival in D.C.

Here is a professional wardrobe we recommend:

### Ladies

- 1 or 2 solid color pencil skirts
- 1 or 2 pairs of solid color slacks
- 3 or 4 solid color professional tops
- 1 dress
- 1 or 2 cardigans or suit jackets
- 2 pairs of professional shoes (heels and flats)

### Men

- 3-5 pairs of slacks
- 3-5 button up/ collared shirts
- Several ties
- 1 pair professional shoes