

FROM
FRONT DESK
TO
FRONT OFFICE

Dressing for Success

Don't be odd—dress the part! You'll get the job!

The joy, the excitement of achieving success on your job—of perhaps moving up from secretary or clerk to top executive—can depend as much on your appearance as on your brain power and special skills. For even though you may have gotten a lot of other things together—your education, your notions about the world of work, those important things in your personal life—you'll rarely get ahead as fast as you could if you're perceived as a woman who has a don't-care attitude about the way you look. Looking good means being well-groomed from head to toe: your hair in place, nails perfect, no problems with personal hygiene, and wearing clothes that are stylish and entirely appropriate for the job.

In the latter department, your best bet is to remember to always dress for success. Which means choosing things that will enhance your image as a woman who's serious about moving up in her career and who can handle whatever authority comes at each step of the way. Your employer will be judging you every day, and your clothes can suggest whether you're capable of making correct choices, whether you're quite well organized, whether you're too dowdy or too frilly, and a lot of other things. Basically, you'll want to put together a "work wardrobe" consisting of dresses and suits with classic, simple lines—along with a range of tasteful accessories for that just-right touch.

Choose fabrics that will remain crisp-looking from 9 to 5, and, when necessary, even into the cocktail and dinner hour. If your job calls for travel, select garments that pack easily and remain relatively wrinkle-free. Also choose colors that complement your complexion, and make sure that the cut of your clothes flatters your figure, no matter whether you're reed slim or a bit on the generous side.

On these pages is a selection of dresses and two-piece suits that are appropriate for most working women. They offer choices for updating your "work wardrobe," and for perhaps helping you along a more successful career.

from Ebony magazine.



Easy morning dress; just pops over the head and can be nipped in with its own self-fabric wide belt. Dress it up or doen with scarves or jewelry.



This slim skirt in basket-weave tweed, in multi-colors of teal, raspberry and cream.



Classic proportions, impeccable tailoring—and a stock-tie charcoal crepe-de-chine blouse—will take you and your terracotta/gray tweed suit through years of business wear. The jacket is lined to match the blouse.



Belted, long-sleeved, black daytime dress is crisply topped by a striped jacket with a mandarin collar.

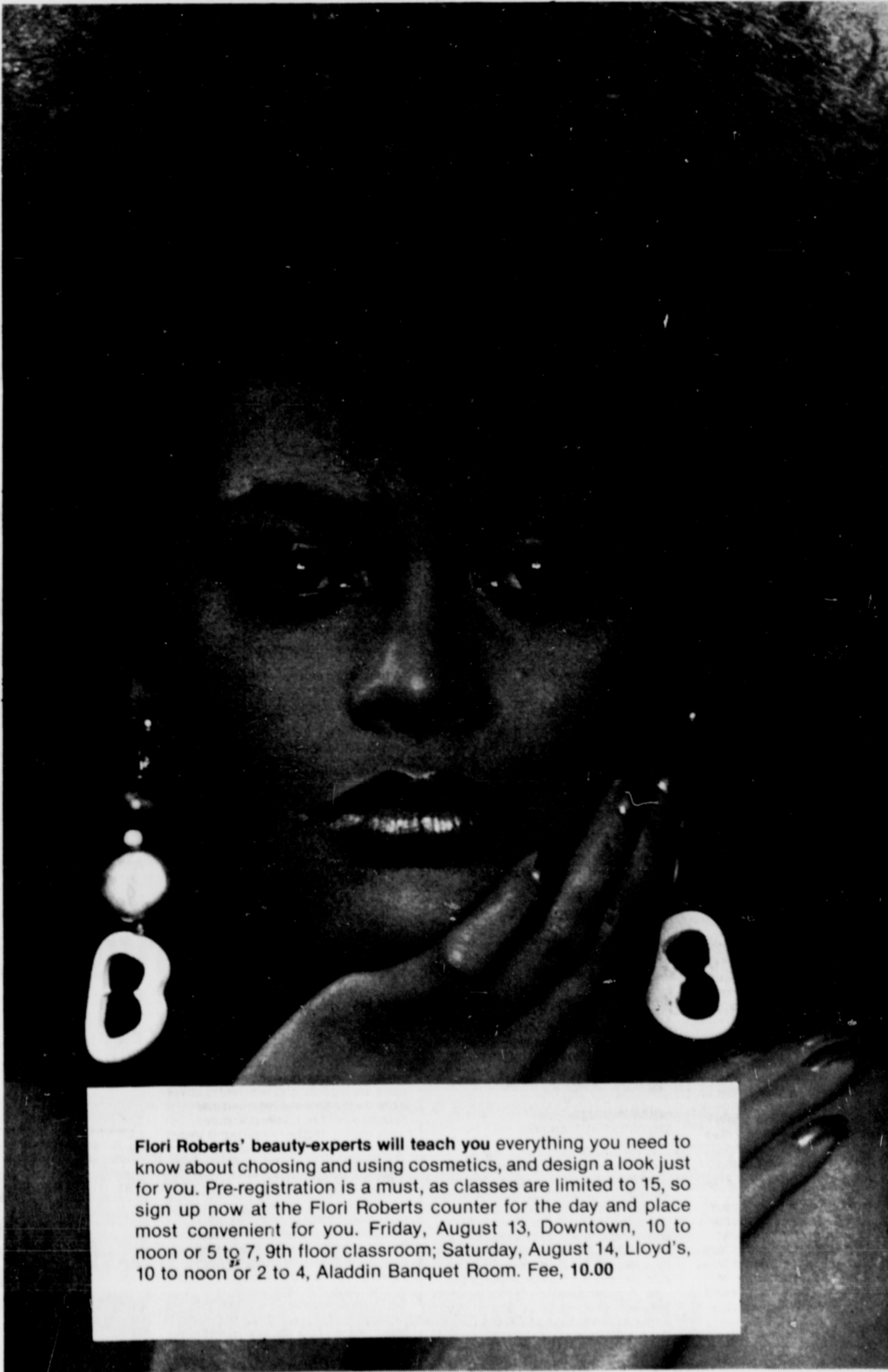


This goldenrod/rust skirt and matching rust jacket make a stunning combination in wool.



A claret/teal wool skirt of sunburst pleats offsets a claret crinkles crepe-de-chine blouse with a ruffled collar. The jet velveteen fitted jacket shapes the outfit.

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Flori Roberts' beauty-experts will teach you everything you need to know about choosing and using cosmetics, and design a look just for you. Pre-registration is a must, as classes are limited to 15, so sign up now at the Flori Roberts counter for the day and place most convenient for you. Friday, August 13, Downtown, 10 to noon or 5 to 7, 9th floor classroom; Saturday, August 14, Lloyd's, 10 to noon or 2 to 4, Aladdin Banquet Room. Fee, 10.00

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