



CAREER SERVICES CENTER

T.H. HARRIS HALL SUITE 1100

Career Clothes Closet (CCC) Open: Fridays Only 12:00pm – 2:00pm

What is the Career Clothes Closet?

The Career Clothes Closet will aid our students in looking their best in the professional world. As a student, it may be hard to attain funds to purchase appropriate interviewing attire. Therefore, the Career Services Center has implemented a program called the “Career Clothes Closet” that will ensure students a start in their future endeavors. We will provide students with “new or gently used” clothing donated by alumnus, business professionals, faculty, staff, students and other professional organizations. Students are not required to return the clothing; it is for keeps for the benefit of their future.

In order to participate in this program, students must:

- Bring a current SU I.D, unofficial transcript and complete an application of request (Hardship Application Form).
- Bring an updated resume for critiquing by one of the career counselors.
- Schedule a mock interview with our mentors/professionals/counselors.
- Attend two information sessions or two events sponsored by Career Services or other academic units.

After requirements are met, the student may choose their business attire of choice for the interviewing experience. For more information on the Career Clothes Closet, call us at (225) 771-2200. All questions concerning the Career Clothes Closet should be directed to Mrs. Tamara Foster-Montgomery.

Donations are solicited from alumnus, business professionals, faculty, staff and students. Appropriate donation items include...

- Men’s business suits (black, navy or gray)
- Women’s business suits (black, navy or gray)
- Button-up business professional shirts for men and professional suit appropriate blouses for women
- Professional slacks for men and women
- Conservative ties

All donated attire MUST be...

- Appropriately cleaned
- Placed on hangers

Delivered to:

Career Services Center

E.C. Harrison Drive

T.H. Harris Hall, Suite 1100 Baton Rouge. LA 70813



Hardship Application

CAREER CLOTHES CLOSET (CCC)

T.H. Harris Hall Suite 1100

225-771-2200 Main Office • 225-771-3272 Fax • Email-careerservices@subr.edu

Complete the Hardship Application Form and return it to Career Services. Please answer all of the questions below. Please list your Guardian or Reference for verification purposes and permission to offer assistance. We care and we want to help you succeed.

STUDENT INFORMATION (PLEASE PRINT)

Student's Name:	Classification:
Student's Phone #	Ref./Guardian's Name
E-mail Address:	Guardian's Phone #

Date of Application _____

Do you feel that this program is beneficial for your college experience? Please explain why?

For men: What are your actual sizes? **Actual Coat:** _____ **Actual Waist:** _____ **Actual Shirt/Sleeve:** _____

For women: What are your actual sizes? **Actual Coat:** _____ **Actual Waist:** _____ **Actual Blouses:** _____

Example: For Men (44 long Coat, 38 Waist, 17 1/2 34/35)

For Women (6 Coat/Suit, 8 Waist, 10/12 Blouse)

What hardship (Extreme Situation) are you experiencing at this time? (For Example: I am a victim of the flood/fire)

Referred for this service and assistance by _____ for professional and business attire.
Name (Faculty, staff member, alumni, etc)

FOR OFFICE USE ONLY

*Please answer yes/no as student complete all necessary tasks:

Valid S.U. ID and she/he has completed an application of request: _____ Unofficial Transcript _____

Student resume has been critiqued by one of the career counselors: _____

Student scheduled a mock interview with our mentors/professionals/counselors: _____

Attend two information Sessions or two events sponsored by the Office of Career Services: _____

Director Signature: _____ Student Signature: _____

Programs Attended _____

Please allow the Career Services Center at least two weeks to review and process this application.