DRESS FOR SUCCESS

“You never get a second chance to make a first impression.” You do not need a lot of clothes for interviews, but what you have should be of good quality, fit properly, and be clean, ironed, and reflective of current business styles.

*Business Professional* attire is expected at Career Services Events (Career Expo, Teacher Career Fair) and is expected in many work environments.

Acceptable *Business Casual* attire varies greatly. Research the organization’s environment and dress for the job you want, not the one you have. Just remember that Business Casual is different from Casual.

EVERYONE

- Bring a folder/portfolio to hold résumé copies and a pen.
- Have clean, manicured fingernails.
- Don’t wear cologne/perfume.
- Wear shoes that are well maintained.
- Iron/press your clothing.
- Look at yourself: Hair neat? Shirt tucked? Tie is knotted properly? etc.
- Dress for the job you want, not the one you have!

WOMEN

**Business Professional**

- Conservative tailored suit or dress suit
- Blouse: frill-less, white or cream
- Skirt: hits top of knee; avoid extreme slits
- Shoes: shined basic close-toed, medium/low-heeled pumps
- Jewelry: limit and select subtle options
- Nails: Conservative length and polish
- Handbag (small) or portfolio

**Business Casual**

- If it’s something you wear “out,” you probably shouldn’t wear it.
- Choose casual pants or skirts that aren’t too tight.

MEN

**Business Professional**

- Face: shave or well-groomed facial hair
- Hair: well-groomed, professional-looking
- High quality, dark tone suit (communicate respect, experience and professionalism)
- Jacket: button American-cut blazer/jacket when stand
- Shirt: white or blue cotton; avoid bright colors or stripes
- Tie: subdued, traditional
- Belt and shoes: match
- Shoes/Socks: shined black or cordovan shoes; dark, mid-calf socks
- Accessories: conservative watch, avoid earrings and other jewelry

**Business Casual**

- Face: shave or well-groomed facial hair
- Hair: well-groomed, professional-looking
- Shirt: long-sleeved or short-sleeved
- Pants: ironed slacks or khakis
- Shoes/Socks: leather shoes (no sandals, athletic shoes or boots); matching mid-calf socks
- Tie: generally not needed, but if in doubt, wear one
- Belt and shoes: match
- Avoid earrings/jewelry

NEVER APPROPRIATE

- T-shirts
- Shorts/jeans/short skirts
- Flip-flops
- Tight or baggy fits
- Excessive perfume or cologne
- Missing buttons, tears or rips