

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.

- Choose skirts that come to the knee while standing and cover your thighs when seated.
- Select shirt, blouse or sweater that is not tight and does not reveal cleavage.

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

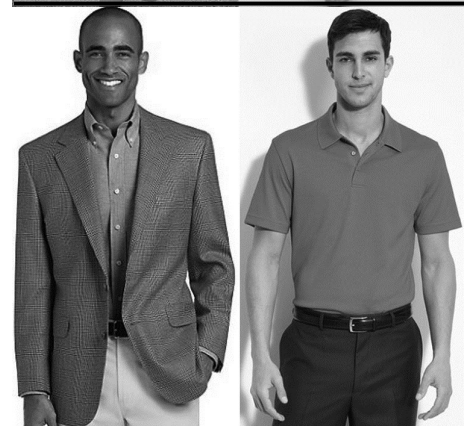
- T-shirts
- Shorts/jeans/short skirts
- Flip-flops
- Tight or baggy fits
- Excessive perfume or cologne
- Missing buttons, tears or rips



BUSINESS PROFESSIONAL



BUSINESS CASUAL



MURRAY STATE
UNIVERSITY

CAREER SERVICES

100 OAKLEY APPLIED SCIENCE BUILDING | 270.809.3735

MURRAYSTATE.EDU/CAREER

