



# 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

*Business Professional* attire is recommended for most interviews and will make you stand out as a professional candidate at career fairs. Some work environments still expect it as well.

### Women

- Conservative tailored pant or skirt suit or suit dress with jacket
- Blouse: frill-less, evaluate appropriate color for career field
- 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
- Portfolio or Handbag (small)

### Men

- Face: well-groomed facial hair (if applicable)
- Hair: well-groomed, professional-looking
- High quality, solid colored suit
- Jacket: button American-cut blazer/jacket when standing
- Shirt: solid white or blue button down
- Tie: subdued, traditional
- Belt and shoes: match
- Shoes: shined black or cordovan shoes
- Socks: dark, mid-calf socks
- Accessories: conservative watch and jewelry choices
- Portfolio

## CAREER FAIR TIPS FOR EVERYONE

- Bring a folder/portfolio to hold resume copies and a pen
- Have clean, manicured fingernails
- Don't wear cologne/perfume and don't smell of smoke
- Wear shoes that are well maintained
- Iron/press your clothing
- Select clothing that fits, not too tight or loose
- Limited chest should show
- Cut the slit tacking of your new coat and/or skirt
- Look at yourself: Is your hair neat? Is your shirt tucked? Is your tie knotted properly?

**Business Casual** will vary greatly depending on the work environment. Remember to dress for the job you want, not the one you have, and that the goal is to be remembered for your potential to contribution to the workplace, not your trendy wardrobe. If you work in fashion, for example, there are certainly exceptions. Also, there is a difference between business casual and just plain casual.

Women may wear a collared shirt or sweater with pants or skirt with dress shoes or boots. Some may also wear a conservative dress. Men may wear a polo shirt, collared shirt or sweater with khaki or dress pants and leather shoes. A tie is not necessary.

## NOT JOB SEARCH 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



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