



PROFESSIONAL DRESS

A Simple Rule: If dress is not specified, it is better to be overdressed than underdressed for an event. Always dress professionally for an interview unless specified.

How can you make a positive first impression?

Determine your audience, identify their expectations, and dress in a way that reflects those expectations.



BUSINESS PROFESSIONAL ATTIRE FOR INTERVIEWS

- Solid-colored, conservative suit with coordinated blouse or long-sleeved shirt, closed-toed shoes, limited jewelry, conservative tie, dark socks, and professional shoes
- Heels should be walkable and shoes should be shined
- Professional hairstyle and nails, light make-up, little or no perfume/ cologne, and neat facial hair
- Portfolio

BUSINESS CASUAL ATTIRE

- Khaki or dark cotton pants or skirts, neatly pressed
- Conservative blouses, sweaters, cardigans, button-down shirts or knit shirts with a collar, tucked-in
- Solid colors work better than bright patterns
- Leather shoes and belts, tie optional

GROOMING TIPS

- Hair – Hairstyles should be neat and appropriate, nothing extreme or overdone.
- Facial hair should be neatly trimmed.
- Hands/Nails – Clean hands and well-groomed nails are an important part of your professional image. Nail polish shades should be soft, and polish should never be chipped.
- Body – Make sure to be freshly showered/bathed. Wear clothing that covers tattoos.
- Breath – Brush your teeth before the interview. If you use mints or chew gum, make sure they are out of your mouth before the interview.
- Fit – Clothes should be properly tailored to fit your body type correctly and pressed.



ADDITIONAL TIPS

- Shoes – Closed-toed shoes are the most appropriate to wear for an interview and when meeting with clients. Shoes should be clean and shined. Shoes and belt should match.
- Skirts – Skirts should be knee length, not too tight, and cover your thighs when you are seated. Slits should be conservative.
- Socks – Wear socks and make sure they are in good shape and dark in color. Interviews are not the time to express personality through sock choice. Avoid ankle socks or sports tube socks.
- Shirt – White or light colors are the most appropriate choices.
- Blouse – Tops should be of moderate cut and professional style.
- Tie – Your tie should contrast appropriately with your shirt. Top button should be buttoned under the tie and there should be little to no gap between collar and tie.
- Jewelry – Wear minimal jewelry. Avoid noisy bracelets that can distract attention. Be cognizant of body piercings during all professional interactions.