

BUSINESS CASUAL CLOTHING GUIDE

Demonstrate creativity and enhance your personal brand, while at the same time showing respect for your position, the organization you're interested in, and yourself. Use the guide below to dress for success!

GENERAL GUIDANCE

Research the cultural norms for the industry you're pursuing and understand the expectations of their dress code. Select clothing that you're comfortable in that fits well - not too tight, and not too loose. Avoid exposing your chest, back, shoulders, and stomach. Be sure to iron your clothes and check for any rips, stains, tears, lint, pet hair, or loose threads. When in doubt, consult the employer's dress code if they have one available.



THE SHIRT:

- Button-down shirt, polo, sweater, or nice top with minimal skin exposure.
- Layer with a blazer, sports coat, sweater vest, or cardigan if desired.
- Avoid T-shirts, tank tops, graphic shirts, sweatshirts, and see-through materials.



THE PANTS/SKIRTS:

- Skirts should be knee length or longer, hosiery is expected in colder regions.
- Dresses should be at least knee length, not too tight, and covering the shoulders.
- Avoid jeans, sweatpants, spandex, leggings, short, and sundresses.



THE SHOES:

- Loafers, heels, wedges, flats or nice boots.
- Avoid flip-flops, sneakers, slippers, and shoes with holes or stains.
- Some industries may require close-toed shoes all the times.



THE ACCESSORIES:

- Necktie or bowtie is optional.
- Limit strong scented body sprays or lotions.
- Style your hair and groom facial hair.
- Jewelry is optional, you can wear earrings, watches or other accessories in moderation.

BUSINESS PROFESSIONAL CLOTHING GUIDE

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PICK A SUIT

- Trouser pants or knee-length skirt/dress (no shorts, capris, or cropped pants).
- Coordinating suit jacket.
- Matching trouser socks or hosiery.
- Neutral colors: black, brown, gray, navy.



ADD A SHIRT

- Button-down shirt or nice top (no t-shirts or tank tops).
- Solid color or conservative pattern.
- Keep skin exposure to a minimum.



ADD ACCESSORIES

- Closed-toed, neutral dress shoes (no flip flops, sneakers, or sandals).
- Tie, bowtie, minimal jewelry, bag, briefcase, or purse (optional).
- Coordinating belt and socks (avoid graphics, bright colors, and gym socks).



FINISH YOUR LOOK

- Combed/styled hair kept out of face.
- Natural/minimal makeup (optional).
- Groomed hair and fresh breath.
- Avoid strong scents and consider removing body piercings and covering tattoos.