

# Dress for Success

## Dress the Part

- Suits in navy, gray, taupe, and black in a classic, conservative style are good choices. If you do not own a suit, a blazer may be worn.
- Skirt lengths should be at the knee or below. (When seated, the space between the top of the knee and the bottom of the hem should be no more than the width of a credit card.)
- Wear a button-down shirt with a collar, with your suit. White, light blue, cream, and gray are good choices. Blouses and shirts with subtle patterns or solid colors are also appropriate.
- Wear a tie with a small pattern or stripe. Your tie should touch the top of your belt.

## On Your Feet

- Shoes should be:
  - Well-shined black shoes in lace-up or slip-on style.
  - A classic closed heel and closed-toe style with no more than three inches in height in black, navy, or another neutral color.
  - Flats are also appropriate in black, navy, or another neutral (avoid bright colors)
- Choose flesh-toned hosiery.
- Socks should be black or navy and reach high enough so no flesh is visible when you sit down.

## Accessorize

- Jewelry should be minimal. Choose small, subtle jewelry in gold or silver.
- Cologne and perfume should be worn sparingly.
- Handbags/briefcases/portfolios if possible, should be made of leather. Do not carry both a purse and briefcase (choose one)
- Your make-up should be subtle and flattering to your complexion.
- Shoulder length or shorter hair is considered appropriate for business. If your hair is long, wear it up or pulled back.

## Reminders

- Always err on the side of conservatism.
- Bring extra copies of your resume, a pen and 3-5 questions prepared.
- Be aware of your body language. Tapping your feet, yawning, too much or too little eye
- Your make-up should be subtle and flattering to your complexion.
- Shoulder length or shorter hair is considered appropriate for business. If your hair is long, wear it up or pulled back during an interview.
- No tattoos or body piercings should be visible.
- Turn off your cell phone!
- If you have a coat, umbrella, backpack, etc., ask if there is a designated area for storage when you arrive.

**Q:** What is the difference between business casual vs. business attire?

**A:** *Business (or business formal) attire is always appropriate for interviews and career fairs; wear a suit with a jacket (and a tie). Business casual attire, in some cases, can mean wearing a blazer or suit jacket (no tie), or simply a shirt with slacks/dress pants (no jeans!) or a conservative dress. Business casual is typically worn in some workplaces and at networking events. If you aren't sure, dress up!*

# Dress for Interviews:

