

Professional Dress



Career Services

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General Guidelines

- Your appearance should be conservative and you should feel comfortable and confident in what you are wearing
- In an interview, the interviewer should remember you for your qualifications, not for what you wore
- Professional dress is required for all interviews, regardless of your major or your field's typical working dress code
- When purchasing interview attire, talk to an "experienced" salesperson in a reputable, conservative clothing store
- If you are purchasing your first suit, buy a neutral style and color coordinates with different shirts, ties, scarves, etc.

General Guidelines for Men and Women	Specific Guidelines for Women	Specific Guidelines for Men
Hair <ul style="list-style-type: none"> • Have an industry-appropriate hairstyle 	<ul style="list-style-type: none"> • Consider pulling your hair back if it is distracting to you or others • Be sure your hair is out of your face, so your expressions are not hidden 	<ul style="list-style-type: none"> • Trim sideburns to an appropriate length for your industry • Determine whether or not facial hair is appropriate for your industry
Shirt <ul style="list-style-type: none"> • Have a simple, understated style • Pressed 	<ul style="list-style-type: none"> • Understated colors • A basic shell is appropriate 	<ul style="list-style-type: none"> • White or blue are the most commonly used colors for men • Choose an appropriate collar style
Suit <ul style="list-style-type: none"> • Avoid red, orange, green, or other trendy/bold colors • Never wear a suit you bought last night – buy it early • Make sure it is a tailored fit • Coordinated top and bottom • Purchase wool or wool blends; also, some of the newer microfibers wear well and are durable 	<ul style="list-style-type: none"> • Gray, navy and black are always appropriate • No short skirts (no more than two inches above knee when sitting) • Pants suits are appropriate for some industries 	<ul style="list-style-type: none"> • Gray, navy and small pinstripes are always appropriate • Choose either a traditional 2-button, double-breasted, or 3-button suit • Make sure the lapel width is appropriate
Jewelry <ul style="list-style-type: none"> • Simple watch with metal or leather band (no sports watches) 	<ul style="list-style-type: none"> • Limited number of rings (2 - 3 total) • No charm bracelets or groupings of bracelets that make noise when you move your arm • Simple earrings (diamond, gold, silver or pearl stud) that do not move after nodding head 	<ul style="list-style-type: none"> • Limited number of rings (1 - 2 total) • Determine whether or not earrings are appropriate for your industry. If unsure, remove for the interview.
Makeup	<ul style="list-style-type: none"> • Minimal/subtle usage • Conservative or clear nail polish • Fingernails not excessively long 	<ul style="list-style-type: none"> • None • Clean and clipped/filed fingernails
Hose/Socks	<ul style="list-style-type: none"> • Neutral colored hose • No runs (carry an extra pair with you) 	<ul style="list-style-type: none"> • Coordinated with your suit and shoes • Try over-the-calf dress socks
Shoes <ul style="list-style-type: none"> • Darker than your suit • Cleaned and polished 	<ul style="list-style-type: none"> • No high heels, as you may be standing or walking a fair amount • Low pumps are preferable 	<ul style="list-style-type: none"> • Loafers • Lace-up shoes are best
Portfolio/purse <ul style="list-style-type: none"> • Leather • Lightweight • Coordinating portfolio case 	<ul style="list-style-type: none"> • Purse should be small, simple, and ideally match shoes and portfolio • Carry a portfolio to hold copies of resume, references, etc. 	<ul style="list-style-type: none"> • Carry a portfolio to hold copies of resume, references, etc.
Belts <ul style="list-style-type: none"> • Dark colors are preferable 	<ul style="list-style-type: none"> • Coordinated with suit/dress 	<ul style="list-style-type: none"> • Leather/understated buckle
Scarves/Ties <ul style="list-style-type: none"> • Silk • Coordinating with your outfit 	<ul style="list-style-type: none"> • Scarf coordinated with suit/dress 	<ul style="list-style-type: none"> • The bottom of your tie should reach your belt buckle
Cologne/Perfume	<ul style="list-style-type: none"> • Either none or very minimal 	<ul style="list-style-type: none"> • Either none or very minimal
Misc. <ul style="list-style-type: none"> • Empty pockets (no jingling noises) • No chewing gum, but carry breath mints instead • No visible tattoos or body piercings 		