

Dress For Success

Dress for Success for Women

BUSINESS SUIT: (skirt or slacks): Tailored conservative colored suit such as grey, navy, brown or black may be worn. Avoid floral prints. The skirt should be no higher than knee length and no high slit. Be sure that the skirt is not too tight and make sure you are comfortable sitting down.

BLOUSE: Business-like blouse that looks neat and is flattering. White or pastels are always professional looking. Make sure that it is freshly pressed and has a conservative neckline. No low cut tops!

SHOES: Mid-heel pumps in grey, navy, brown or black. Don't wear light colored shoes, sandals, or very high or narrow heels. Make sure that your shoes are well polished and in good condition.

HOSIERY: Neutral colored hose is always safe, but one that blends with your suit color is a great idea as well. No textures or patterns should be worn. Always carry an extra pair with you just in case you spring a run.

ACCESSORIES: Wear conservative jewelry and simple style earrings. Avoid big hoops and bangles. Your pocketbook should be in good condition and not too large. A professional-looking briefcase is another option instead of a purse. Carry a sharp looking portfolio to keep extra copies of your resume, a note pad and pen as well.

GROOMING: Fingernails should be conservatively manicured and not too long. Hair can be worn tied back or up if very long. Makeup should be moderate and natural looking. Do not wear heavy perfume. Avoid eating strong smelling foods before your interview and make sure your breath is fresh.

Dress for Success for Men

BUSINESS SUIT: Single breasted suit of grey, navy, black or brown is recommended. Sleeves should end at the wrist.

SHIRT: Long sleeved, button down, collared white or light blue shirt is acceptable. The collar should fit perfectly and about one inch of the cuff should show beyond the suit. The shirt should be cotton fabric and well ironed.

SHOES: Black or brown and very well polished. Dress shoes or conservative loafers are recommended.

Socks: Solid and dark to match the shoes and pants and high enough to cover the calf

ACCESSORIES: The only jewelry that should be worn is a conservative watch or ring. Avoid facial earrings. A good leather belt to match your shoes may be worn as well. Carry a professional looking portfolio to keep extra resumes, a note pad and pen.

GROOMING: Make sure your hair is neat and that you look professional. Do not wear heavy cologne or strong smelling after-shave. Avoid eating strong smelling foods before your interview and make sure your breath is fresh.

