

PROFESSIONAL DRESS

Unsure about what to wear to a job or career fair? An interview? Your first day on the job?

This handout includes recommendations on how to dress for all of these different occasions, as well as daily office attire.

There are also tips on what to prepare and bring with you for fairs and interviews.

Professional dress examples on back page.

LOOK PROFESSIONAL First impressions count

Dressing appropriately helps others recognize you as a professional who cares about your success.

GUIDELINES

Helpful tips to make sure you are dressed well and appropriately for a career/job fair, interview or first day on the job:

- ✓ Select an outfit that will follow the employer's dress code and be fitting for the specific industry and company you are pursuing. (For example, what may be appropriate for an accounting firm is different from the fashion industry or for a tech start up.)
- ✓ If you are unsure of the correct attire for an interview or your first day of work, call the office and ask the administrative coordinator, human resources or the employee who scheduled the interview.
- ✓ Make sure clothes are lint and wrinkle-free.
- ✓ For an interview, choose accessories that won't distract the interviewer.

DRESS CODES

Business Professional

Business Professional can be described as polished and professional or dressed up and is the traditional way to dress for work in conservative settings. This dress code often requires a solid suit or dress, button-down shirt, a tie, matching closed toe shoes and belt, simple accessories and avoiding flashy colors and busy patterns. Examples of industries include accounting, banking, finance, government or law. The expectations of business professional are the most standardized.

Business Casual

Business Casual can be described as polished but comfortable and blends traditional business wear with a more relaxed style. It allows you to add personality through color and accessories while still looking professional. This dress code is less formal than a suit and often includes a button down shirt, khakis or slacks, a nice sweater or blouse, blazer or sports coat, knee-length or maxi dresses and close-toed shoes. Examples of industries for this dress code can include media and marketing firms, non-profit and education.

*The definition of business casual can be different across industries, so be sure confirm what is appropriate with supervisor or HR.



**PROFESSIONAL
ATTIRE AVAILABLE
ON-CAMPUS!**

Stop by the Career Center and visit our Career Closet!

We have professional wear available for you to choose from during office hours.

Founders' Hall – Office #128
Monday through Friday – 8:30am to 4:30pm

Dress for Success!

A GUIDE ON HOW TO DRESS FOR YOUR NEXT JOB INTERVIEW

Business Professional

JOB INTERVIEWING ATTIRE



CLOTHES SHOULD BE:

- SOLID, DARK OR NEUTRAL COLORS
- LIGHT COLORS CAN BE WORN UNDERNEATH
- NO STRIPES OR BRIGHT PRINTS/COLORS

SHOES SHOULD BE:

- CLOSED-TOE HEEL OR DRESS SHOES

SUIT JACKET & PANTS/SKIRT SHOULD BE MATCHING COLORS

PERSONAL ITEMS & CELL PHONES

Keep cellphones turned off and out of sight with personal items



Carry a portfolio, professional bag or simple purse

BRING ESSENTIALS ONLY!

Business Casual

DAILY WORK ATTIRE

BUSINESS CASUAL COLORS & STYLES

- NICE PANTS/SLACKS
- DRESSES
- NO JEANS, SHORTS, SUNDRESSES OR ATHLETIC WEAR



SKIRTS & DRESSES

should be knee length when standing and thighs covered while seated

TIES
OPTIONAL



JACKETS & SHOES

Blazers & cardigans with flats, boots, closed-toe shoes, or comfortable shoes for walking in



General Recommendations

IT'S ALL ABOUT THE FIRST IMPRESSION

CLOTHES SHOULD BE:

- TAILORED
- IN GOOD CONDITION
- WRINKLE & LINT FREE



HAIR

Well groomed hairstyle



NAILS & MAKEUP

Natural in style



JEWELRY & FRAGRANCE

Wear moderate jewelry with mild fragrance



PIERCINGS & TATTOOS

Align to company culture or standards



NEAT & CLEAN
DRESS SHOES



Belts should match the color of your shoes and attire.

Visit our Pinterest account for more Work Wear, Interview Attire, Business Professional, and Business Casual Dress examples



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