

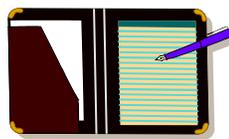
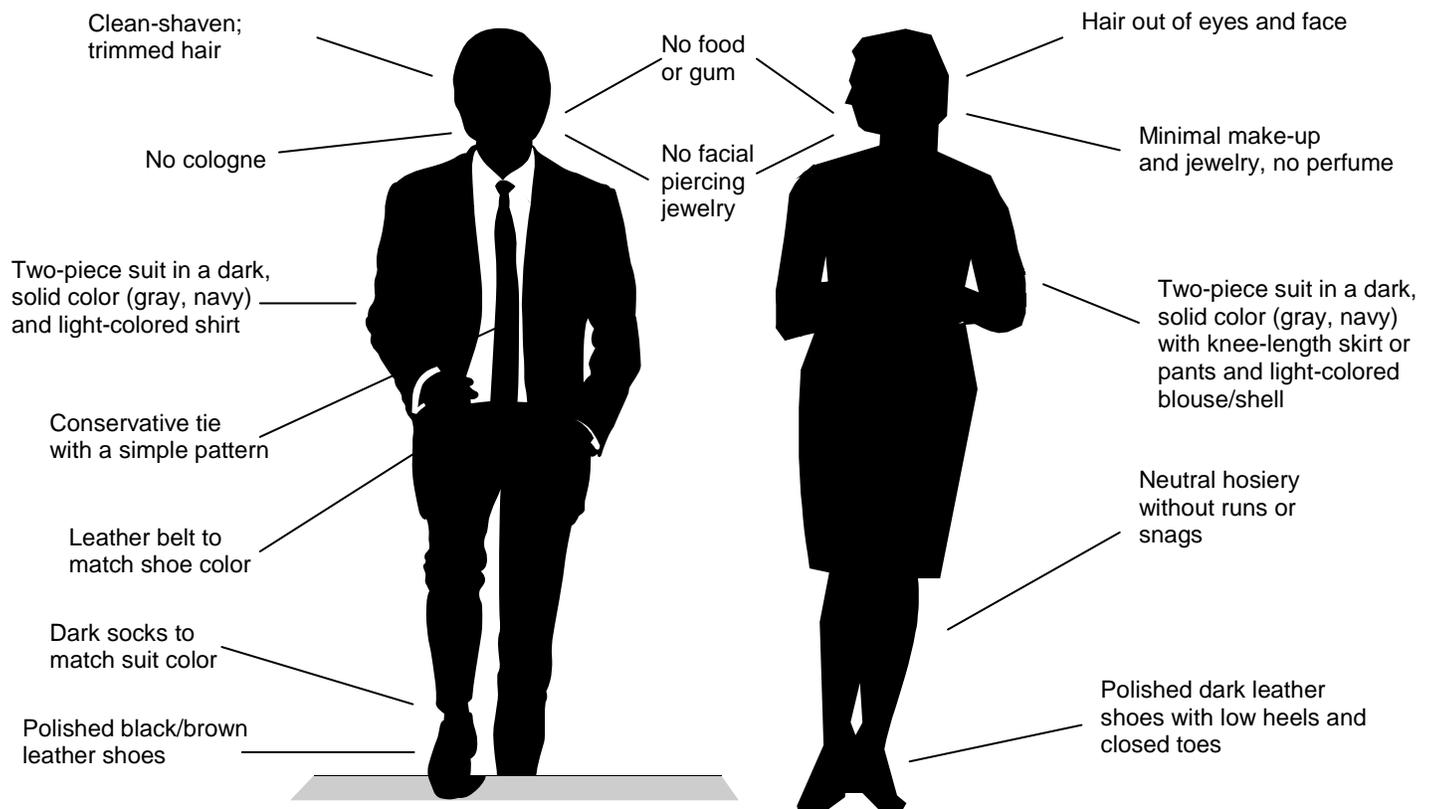
# PROFESSIONAL DRESS FOR SUCCESS

## Appearance matters

Present yourself in a professional manner when interviewing. Your appearance affects how others evaluate you, your work style, your attitude and your perceived level of interest in a particular position. Additionally, professional dress can help build confidence and self-esteem, thereby increasing the likelihood of interviewing success.

## Guidelines

The following illustrations depict some guidelines for dressing appropriately in most interview settings. For more information, consult the “Interviewing” section of the Career Resources library or speak with a career counselor.



Bring a folder/portfolio with extra copies of your resume, a list of references, paper and pen. Turn off your cell phone and do not have it in view of the interviewer.

OVER →

## WHAT IS BUSINESS CASUAL?

“Business casual” and relaxed workplace attire has become acceptable in many of today’s organizations. Employers define business casual in different ways, so it is always best to dress conservatively until you have a chance to observe what colleagues wear to work.

**INTERVIEWS:** Even when you discover that a particular organization utilizes a business casual dress code, wear professional business attire for interviews. If the interviewer specifically tells you otherwise, follow those instructions.

**RULES OF THUMB:** When in doubt, don’t wear it. Your outfit should never distract from your performance. Ask yourself, will I look professional to my supervisor and to my clients? Your clothes should always be clean and pressed.

### **Business casual:**

Women

- Business skirts
- Dark slacks or tailored pants
- Blazers
- Pantsuits
- Blouses or tailored shirts
- Sweaters or sweater sets
- Flats or low heels with neutral hose

Men

- Dark, solid-colored slacks
- Sports coats or blazers
- Collared shirts (solid or striped)
- Ties (optional)
- Dark shoes and matching belts

### **Casual:**

Men or women

- Corduroy or khaki pants
- Polo or chambray shirts in conservative colors
- High quality crew neck or turtleneck sweaters
- Casual vests
- Loafers

### **Generally too casual for office attire:**

Blue jeans, denim clothing, sweat suits, athletic attire, shorts, stretch pants, tight clothing, miniskirts, sundresses, T-shirts, tank tops, tennis shoes, hiking boots, sandals, open-toed high heels, baseball caps, cargo pants, facial piercing jewelry.

**If you have specific questions, talk to a career counselor,  
or drop by Hughes 110 to view binders of sample outfits.**