

# DRESS FOR

# Success:

## A GUIDE FOR MEN AND WOMEN

**REMEMBER** that you never get a second chance to make a first impression. Make sure that you are making the best impression possible by following these tips.

What should you wear to a career fair? To a job interview? To your first day on the job?

FOR *Her*

FOR *Him*

## BUSINESS PROFESSIONAL:

Business Professional is dressier than Business Casual but just a notch below formal tuxedos and fancy gowns.

Wear a conservative suit or a conservative dress in black, navy, or dark gray. The material of the suit (blazer and slacks or skirt) must be the same color and fabric to be considered Business Professional. If your pants have belt loops and you tuck in your blouse, make sure to wear a belt that matches your shoes. Skirt length should fall just at or barely above the knee. Dress pants/slacks should be hemmed to skim the top of your shoes. Be sure to wear tights/hose in a neutral tone. Shoes should be a closed-toed low heel or a flat. Wear a minimal amount of jewelry: small earrings, a watch, a ring.

**TIP:** Have a well-groomed hairstyle and wear minimal and natural-looking makeup. Your fingernails should be neat. Wear a light polish or no polish at all.

**AVOID:** Short or too tight skirts, brightly colored suits, flashy or too tall heels, revealing blouses, heavy makeup, excessive perfume, loud nails, and excessive jewelry.

A conservative, two-piece suit in black, navy, or dark grey is appropriate. The material of the suit (blazer and slacks) must be the same color and fabric to be considered Business Professional. Be sure to wear a belt that matches your shoes. Crisp white dress shirts and modest ties are necessary, as well as high quality accessories. Dark brown or black loafers are best for Business Professional.

**TIP:** The more professional the dress code, the less expression you are allowed in determining your attire options.

**AVOID:** Colored shoes, mismatched/white/patterned socks, sweater vests, brown shoes with a black belt, unshaven face, excessive jewelry, excessive cologne, multiple patterns, and facial piercings.



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# DRESS FOR *Success*

## *Her*

## *Him*

### BUSINESS CASUAL:

Business Casual is what many people would typically wear to work at the office.

Dress pants or khakis with a fashionable top is appropriate. A conservative skirt is also an option. Feel free to dress up your outfit with heels (be sure you can walk in them!), jewelry and/or accessories if desired.

**TIP:** Wear your hair and makeup in your everyday style.

**AVOID:** Sandals, jeans, sneakers, t-shirt dresses, excessive perfume, and leggings.

Wear a pair of slacks or nice khakis paired with a collared button down shirt. Dress shoes or loafers are appropriate.

**TIP:** Patterned collared shirts are a nice option for a less dressy feel than their solid counterparts. To go from a Business Professional look to Business Casual look, you can remove one item, such as a tie or a jacket.

**AVOID:** Shorts, t-shirts, tennis shoes, shirts without a collar, open-toed shoes, excessive cologne, and jeans.



### SMART CASUAL:

Smart Casual (or dressy casual) is basically a combination of casual, business casual, and business professional dress codes, where you can combine them into a “smart” ensemble.

It’s safest to go with nice slacks or a skirt, though you could also wear a nice pair of dark jeans dressed up with a collared or otherwise dressy top. Throw on a blazer for an extra touch of class.

**TIP:** For Smart Casual, you should look sharp, stylish, and neatly put together. Jeans may only be an option on Fridays.

**AVOID:** Shorts, ripped jeans, t-shirts, spaghetti straps, flip flops or Birkenstocks, leggings, excessive perfume, and short dresses or skirts.

This is your opportunity to pair denim with a sport coat. Khakis, trousers, vests, and ties are great options to bring into the mix.

**TIP:** If opting for jeans, denim should look dressy, fresh, and sharp with no wear or holes. Also, jeans may only be an option for Fridays.

**AVOID:** Short-shorts, cargo shorts, t-shirts, dirty sneakers, excessive cologne, and open-toed shoes.



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