

Professional Attire 101

Things to Consider

- Culture
 - You'll want to consider not only the culture of the company and industry that you're searching in, but also the prevailing norms of the department or division with which you'll be interviewing. For instance, the finance department of a newspaper is bound to be more buttoned-up than its editorial department.
- Location
 - The location of the company might also have an impact on employees' dress. Take a Web company, for example: If it's located in New York City's South Park, it might tend towards the more conservative side of business casual, but if it's located in San Francisco's Silicon Valley, a tie and sports coat might make you stick out like a sore thumb.
- Experience
 - Your experience and the level of the job you are applying for will also affect your ideal mode of dress. For an entry-level candidate, the objective is to come across as capable and mature. A mid-career candidate, on the other hand, may want to accentuate his or her adaptability to a new office culture by foregoing the generic corporate uniform.

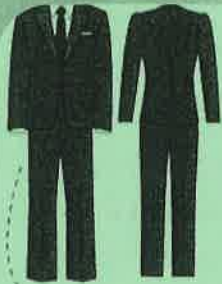
Quick Tips

- Think about your field. If you are going into banking, play it safe with conservative suits. Those in other fields, like fashion or art, can stray a little farther from the most conservative clothing. Those companies may even want you to show your fashion sense. Do some research so you know what clothing is typical of your industry.
- Think conservative. Think black, navy or dark down business suit. It's better to be overdressed than underdressed. If you're not sure what appropriate dress is at the company, call the human resource department and ask.
- Get rid of gum, candy or cigarettes.
- Go easy on the perfume or cologne. You don't want to offend anyone or cause an allergic reaction.
- Avoid casual wear for an interview setting. Casual attire is more appropriate for a dinner on the airplane, or once you have landed the position for the job or internship.
- Remove visible body piercings and cover up tattoos, if applicable.
- Pant length matters. Make sure to have them tailored properly. Pants can have a cuff or plain bottom, but a cuff looks more finished.
- When having your pants tailored, be sure to wear your dress shoes with an average heel height and not sneakers.
- Match your shoes to your belt (leather to leather). With a charcoal gray suit you should wear black shoes and a black belt. With a navy suit, you can wear black shoes/belt, or you can wear burgundy shoes/belt.
- Match your sock color to your pants color.
- Do not wear sunglasses on your head into an interview.
- Trim and clean your fingernails.
- Check your appearance just before you enter an interview.

Dress for Success

First impressions are key. If you have an interview or professional event coming up, it can be tricky to know the appropriate way to dress. Here are some tips to consider when choosing your attire:

Business Professional Tips



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



Business Casual Tips

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, loafers, closed-toe shoes, or comfortable shoes for walking in



IT'S ALL ABOUT THE FIRST IMPRESSION

CLOTHES SHOULD BE:

- TAILORED
- IN GOOD CONDITION
- WRINKLE & LINT FREE



HAIR
Well groomed hair style



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.

General Recommendations

**Your culture, religion, and gender identity might influence your choice of business attire.*

*We encourage you to incorporate those elements into your business wardrobe**