

Professional Attire Guidelines

Your appearance and attire is a very important part of making a positive first impression during job interviews, career fairs, networking events, etc. You'll also need to follow the company's dress code once you're hired. Some companies prefer business casual while others may require a business professional dress code. Be sure to check this with your supervisor. You'll find examples of exactly what we mean below.

General Guidelines

- General hygiene
 - Clean nails, no strong perfumes, facial hair should be well groomed, professional/neat hair
- General clothing/accessories
 - No loose threads visible in clothing, skirt not shorter than finger width above the knee, tattoos should not be visible, avoid extreme colors and styles, simple jewelry/watch, simple purse or small briefcase, tie should touch the belt line
- Not appropriate to wear: T-shirts, jeans, flip-flops or sneakers



Business Professional

This is the most conservative type of business clothing. Business professional is typical for job interviews and some companies may require a business professional dress code.

Business Professional Guidelines:

- Business suit, pants or skirt
 - Black, dark grey, brown, or navy colored suit
 - Tailored fit (neither tight nor loose)
 - Fabric of top and bottom should match
 - Skirt should be knee length
 - Pinstripes or solid color shirts (avoid darker colors)
 - Tie
- Close-toed Dress Shoes
 - Solid, dark, or neutral color
 - Heels should be no more than two inches
- Belt matches shoes



Business Casual

Business casual dress code is less formal and often a daily dress code for some companies.

Business Casual Guidelines:

- Khaki, corduroy, cotton, twill pants, or skirts
- Sweaters, cardigans
- Shirts
 - Polo/knit
 - Collared
 - Button-down

