Your appearance can play a large role in the professional world. You can show a potential employer that you pay attention to details (or not) by the way that you dress. The way that you present yourself could be the difference in just getting an interview and getting a job.

This section contains guidelines that will help you to dress professionally for any business occasion.

Dressing for an Interview

If you are not sure exactly how you should dress for an interview, call the employer and ask to be put through to the human resource department. They will be able to tell you what the dress standard is for their organization.

Taking the time to make sure that you look good will give you an extra boost of confidence going in to your interview.

Pay attention to the small details as you get ready and other people will notice.
Dressing for an Interview (cont.)

Men:

- Men should wear:
  - A clean, pressed business suit.
  - A clean, pressed dress shirt that matches the suit. Dark suit, light shirt.
  - A conservative tie that matches the suit and dress shirt—no Mickey Mouse, Donald Duck, or any other tie that is not a business type tie.
  - Clean socks that match the suit. No white socks permitted.
  - Clean and polished dress shoes that match suit. No biking shoes, sandals, or hiking boots. Shoes that are well-cared for signal that you pay attention to detail.

- Hygiene for men:
  - Shave your face.
  - Clean your fingernails.
  - Wash your hair with shampoo.
  - Comb your hair in a business style haircut.
  - Use deodorant—use cologne and after-shave sparingly.
Dressing for an Interview (cont.)

Women:

- **Women should wear:**
  - A clean pressed business suit, either a jacket with pants or a skirt, or a dress.
  - A clean pressed blouse that matches the suit and is not low-cut.
  - The skirt or dress must be business length (to the knee) and no high slits.
  - Nylons (business type) that match the suit; either neutral color or sheer black, but not darker than your shoes.
  - Dark colored pumps with 1-1 ½ inch heels.
  - Clean and polished dress shoes that match the suit or dress. No platform shoes of any kind.

- **Accessories:**
  - Carry a briefcase instead of a purse—small or large.
  - Wear simple jewelry—no more than one ring on each hand.

- **Hygiene for women:**
  - Wash your hair with shampoo.
  - Style your hair in a business style.
  - Keep your hair from falling across your face or into your eyes.
  - Keep your fingernails clean and well-maintained.
  - Use clear or a conservative color of nail polish.
  - Use make-up and perfume with moderation—some people are sensitive to fragrances.
Dressing for Other Events

Men:

- **White Tie**
  - Black tuxedo with tails, white tie, white cummerbund/vest with crisp white tuxedo/wing shirt, black shoes and socks.

- **Black Tie**
  - Black tuxedo with a black tie, cummerbund/vest with a crisp white shirt, black shoes and socks.

- **Theatre / Symphony / Ballet**
  - Black or navy suit and tie, a tuxedo is best.

- **Cocktail Parties**
  - Dark (black or navy) suit and tie.

- **Dinner Parties**
  - For formal dinner parties dress as you would for a formal ball.

- **Semi-formal / Semi-casual**
  - Dark suit, white shirt, dark striped or dark patterned tie, and dark socks and shoes.

- **Office Parties**
  - Dress as you would for the office.

- **Casual**
  - Cotton/cotton blend slacks worn with a belt, collared shirt, turtleneck, or knit polo shirt with a collar, socks and shoes that match slacks.

- **Picnics / Barbeques / Pool Parties**
  - Dress as you would for any warm weather party - for a pool party bring a swim suit.
Dressing for Other Events (cont.)

Women:

- **White Tie**
  - Full length evening/ball gown, sheer hose, and fabric shoes.

- **Black Tie**
  - Full length evening/ball gown and sheer hose

- **Theatre / Symphony / Ballet.**
  - No less than a cocktail dress, a formal evening gown is best, with gloves.

- **Cocktail Parties**
  - Cocktail dress, within one inch of the knee in either direction, an elegant style.

- **Dinner Parties**
  - For formal dinner parties dress as you would for a formal ball, although a pant suit is not inappropriate for women.

- **Semi-formal / Semi-casual**
  - Cocktail length dress (mid-calf, no floor length) or a sleek pant suit and dark hose and shoes.

- **Office Parties**
  - Dress as you would for the office.

- **Casual**
  - A nice slack outfit, dress or top/skirt combo.

- **Picnics / Barbeques / Pool Parties**
  - Dress as you would for any warm weather party - for a pool party bring a swim suit.