

Dress for Success: Business Professional

Appropriate attire for interviews and job fairs

These are general dress guidelines. Standards of dress may vary between industries and companies. Always research prior to an interview to adhere to company culture, when in doubt dress business professional.

GROOMING

- Hair and facial hair should be neatly styled
- Nails should be clean
- No heavy cologne or perfume
- Natural style makeup

ATTIRE

- Matching, two-piece dark colored suit (navy, charcoal, black- solid or light stripes)
 - *Jacket sleeve length should fall ½ inch below wrist, sleeve of shirt should extend ½ inch beyond the suit jacket sleeve*
 - *Pant leg should touch the front of the shoe and fall above the heel in the back*
 - *Skirt should be knee length when standing and thighs covered when seated*
 - *Suits usually have tacking stitches to hold blazer vents and pants pockets in place before purchase; make sure these are removed*
- Conservative tie or bow tie- no flashy designs or colors
- Dress shirt or blouse with a conservative neckline (mild/neutral color)
- All clothes ironed

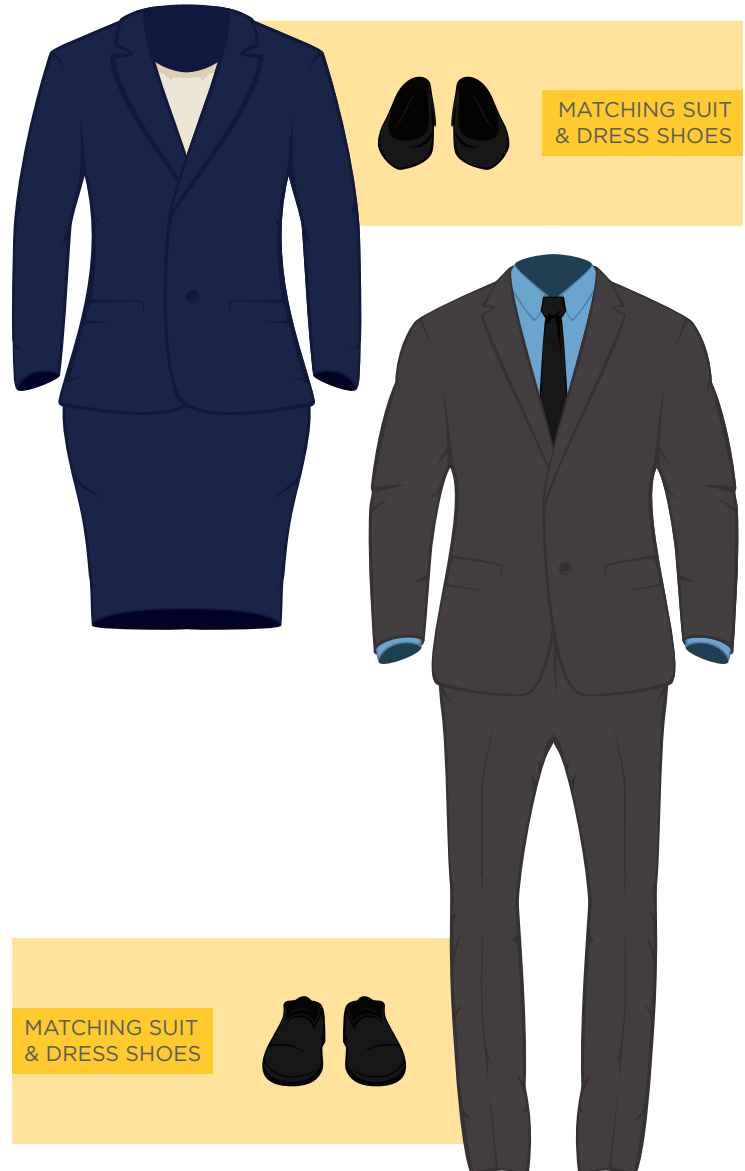
ACCESSORIES

- Conservative accessories; no flashy designs or jewelry
- Carry a padfolio, professional bag, or simple purse

SHOES

- Polished dress shoes, flats, or heels
- No sneakers or open-toed shoes
- Dark or neutral dress socks or pantyhose

OPTIONS



Trans Professional Dress Tip: Whether to dress according to traditional, cisgender norms or wear clothes that allow you to express your gender identity can be a difficult decision and will likely be impacted by the employer or industry. For organizations that are more LGBTQ-inclusive, you may feel comfortable wearing clothes typically associated with your gender identity. Some candidates may choose to dress in gender-neutral, androgynous clothing. Utilize resources like the HRC Corporate Equality Index (hrc.org) to get a sense of how open and accepting a company is. Career Consultants are also available to talk about your specific situation.