

DRESS FOR SUCCESS

OFFICE OF CAREER SERVICES

GENERAL TIPS

- Well-groomed hair, clean and away from face
- Tailored, wrinkle-free clothes with no holes or stains
- Mild fragrances (subtle perfumes and colognes)
- Carry a portfolio, professional bag, briefcase, or a simple purse with essentials only
- Keep cell phone off and stored out of sight
- No gum, candy, or cigarettes
- Clean, trimmed facial hair
- Moderate jewelry
- Natural makeup
- Nails trimmed and clean
- No earbuds
- No visible cell phone



BUSINESS CASUAL

- Khakis, neutral pants, or slacks
- Polos, sweaters, blouses, blazers, and cardigans
- Skirts and dresses should be knee length when standing; thighs covered while seated
- Ties optional
- Avoid sundresses or athletic wear
- Flats, boots, and closed-toe shoes
- Piercing and tattoos should align to company culture or standards



BUSINESS PROFESSIONAL

- Solid, dark, or neutral colors (black, taupe, beige, brown, blue, or gray) for base pieces.
- Pant or skirt suits with a dress shirt or a blouse
- Light colors or prints can be worn under base pieces
- Closed-toe heels or dress shoes
- Suit jacket and pants/skirt should be matching colors
- Keep patterns/prints minimal
- Moderate jewelry and natural makeup

