

Dress For Success

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Office Hours: M-F, 8:30 a.m. to 5 p.m. | Walk-in Hours: M-F, 2 to 4 p.m.



Alumni & Career Services

Five Tips for Dressing Successfully

1. Know your definitions: Business Casual vs. Business Professional
 - Business professional: Navy blue/black/charcoal wool suit; white shirt; black shoes; black belt
 - Business casual: Khaki pants or skirts; white shirt; black or brown shoes and matching belt
2. It is acceptable to inquire
3. When in doubt, go conservative
4. Navy and black are always in season
5. Remember the small but essential things



Major “Don’ts”

1. Fragrance and accessory overload
2. Mismatching
3. Going out clothes ≠ professional attire
4. Beware of wrinkles or tags left on newly purchased clothing
5. Never wear dirty or scuffed shoes



Must Haves for Women

- Black, charcoal or navy suit – knee-length skirts and pant suits acceptable
- Black and brown leather belts
- Black closed-toe dress shoes – pumps preferred
- White or striped blouses/twin sets
- Neutral or black hosiery (don’t wear skirts without them!)
- Khaki pants and other casual pants/skirts
- Trench coat with liner/gloves/umbrella



Must Haves for Men

- Navy blue or charcoal-gray wool suits
- Blazer or sport coat
- Black and brown leather shoes – Wingtips or Oxfords for professional
- White dress shirts, Oxford cloth and polo
- Silk ties – three to five that mix and match suits
(For tips on how to tie a tie and what colors to wear visit: <http://www.tiepedia.com/>)
- Dark socks with suits/neutral with khakis
- Khaki and flannel pants
- Trench coat with liner/gloves/umbrella
- Remember that men’s suit pants usually have to be hemmed or cuffed



Final Touches

- Hands – clean hands and fingernails
- Hair – clean, trimmed, orderly, out of eyes
- Face – brushed teeth and natural makeup for women
- Scents – avoid perfume, cologne, aftershave, and scented lotion
- Jewelry – less is best, remove piercing ornaments
- Body language – promote confidence, eye contact, posture, firm handshake, smile