

# Career Planning Center



## Professional Attire

Men's professional interview/business attire includes all of the following:

- Two-piece, single breasted suit in a conservative color like navy, black or gray
- Long-sleeve dress shirt in white, cream or blue
- Suit and dress shirt should be wrinkle free
- Tie is required and should blend with shirt/suit
- Coordinating socks, polished shoes, matching leather belt
- Avoid excessive cologne/jewelry: 1 ring max
- Shaved facial hair or well groomed

Women's professional interview/business attire includes all of the following:

- Business suit with a knee-length skirt or pants in a conservative color like navy, black or gray
- Conservative blouse/top to be worn under suit
- Suit and blouse/top should be wrinkle free
- Avoid revealing clothing, showing body art and open-toed shoes polished shoes with a heel no bigger than 1.5"
- Conservative stockings-avoid bare legs
- Avoid excessive jewelry: 1 pair earrings, 2 rings & 1 watch/bracelet maximum
- Minimum perfume/scented lotions
- Hair should be styled in a professional fashion (long hair should be pulled back from face)

Important Notes:

\*\*It is important to make sure your clothes fit appropriately.

\*\*Avoid smoking prior to an interview as the smell remains on your clothing and can be distracting to an interviewer.