Dress for Success

“Your attire makes a statement about you without you having to speak”  Rachel Zoe, Designer

Appearance Always Counts

- Your first impression is always the most memorable
- Combine personal style with business appropriate attire
- Your appearance will be appraised from head to toe

Interview Attire

“A perfect suit is classic in style. It is a solid-color neutral, the pieces (jacket and pants) of which can be interchanged with other pieces to give you more looks.”
Author JoAnna Nicholson, “Dressing Smart for Men & Women”

Tips for Women and Men

- It is usually better to overdress rather than underdress
- Buy good quality and properly tailored clothing
- Choose a conservative suit in black, gray or navy blue
- Wear a white or light colored shirt that is well pressed
- Black or dark shoes only – polished & no scuffs
- Hem pants to an appropriate length
- Remove all stains, wrinkles and lint
- Repair all tears, holes, rips and broken zippers
- Wear only one ring per hand
- Bring a portfolio to hold extra résumés
- Carry a notepad and pen for writing notes
- Always try on your interview outfit ahead of time, to ensure proper fit

For the Interview: A suit is almost always your safest and best option!

Women’s Interview Attire

- Choose a black, navy, or gray suit (pants or skirt)
- Shoes should be flats or heels not higher than 3 inches; No open toe shoes
- Never wear stilettos!
- Skirt length no more than 2 inches above knee
- If you wear hosiery, watch for holes and bring an extra pair

Men’s Interview Attire

- Navy blue suits are preferred, black or dark gray are also acceptable
- Wear polished and professional black or brown dress shoes
- Match your sock color to your shoe color
- Never wear white socks!
- Match your belt to your shoes
- Ties should:
  - Be burgundy, black or blue, with little or no pattern
  - Fall at the top of the belt buckle
  - Be proper length and width (average is 54 in. x 3 ¼ in.)
  - Visit www.Tie-a-tie.net/dress for instructions on tying a tie
Business Casual

*What is business casual?*

- A combination of traditional business and casual attire
- Neat, not trendy, slightly relaxed professional look
- No rips, holes, jeans, sneakers, or t-shirts
- No tight fitting or revealing clothing
- If you’re unsure of the dress code, ask the interviewer for clarity prior to the interview

Grooming Essentials

- Hair should be clean, neat, and natural color (natural color includes black, brown, blonde, red or gray)
- Watch what you eat before and during an interview (no onions, coffee, garlic, cigarettes, etc.)
- All fragrances, perfumes, lotions and aftershave should be mild
- Hands and nails must be clean and neatly manicured
- Concele visible body piercings or tattoos (especially during the interview process)
- **Women**: make-up should be natural and conservative
- **Men**: clean shaved beards, mustaches and trimmed goatees

Acquiring Your Attire

- Visit Self-serve stores including Marshall’s, TJ Maxx, Ross, Target, H&M, and Men’s Warehouse
- Also, shop at outlets, discounted stores and consignment shops
- Buy one good quality suit and learn to accessorize
  - **Women**: Purchase multiple shirts and simple jewelry
  - **Men**: Purchase multiple white or light blue shirts and solid color ties

Additional Support

- Visit the Office of Career Education if you have any questions about your attire.
- Take advantage of a practice interview to get feedback on your attire. Sign-up in Handshake at [https://arcadia.joinhandshake.com](https://arcadia.joinhandshake.com)