



Professional Dress

Purpose

As you are on the hunt for an internship or job, remember that presentation counts! You want to be seen as a candidate that would represent the company well. For some companies a suit and tie may be daily attire, for others, business casual or even jeans may be acceptable. Learn what to wear and what not to wear below.

Business Professional

Women:

Women have a little bit of room when it comes to professional dress. A matching pantsuit, skirt suit or even a professional dress and blazer can work. You will need to dress in business professional for career fairs, most interviews, and sometimes every day on the job. Remember, your pockets will likely be sewn shut when you purchase a new suit. Remove the thread using a seam ripper or small manicure scissors before wearing it out. In addition, there is often an "X" stitched on the back of your suit jacket at the vent(s), make sure to remove it before wearing.

Remember the tips below to dress appropriately:

- Skirts and dresses should be knee length
- Blouses should not be too tight or low cut
- Limited jewelry
- Appropriate makeup
- Polished shoes (flats or heels less than 2", no open toe)



Men:

Men should expect to wear a tailored and dark colored suit (black, gray, navy etc.) when dressing in business professional attire. You will need to dress in business professional for career fairs, most interviews and sometimes every day on the job. Remember, your pockets will likely be sewn shut when you purchase a new suit. Remove the thread using a seam ripper or small manicure scissors before wearing it out. In addition, there is often an "X" stitched on the back of your suit jacket at the vent(s), make sure to remove them before wearing.

Remember the tips below to dress appropriately:

- A fitted and ironed shirt
- A tie
- Shined leather shoes and dark socks that are mid-calf length
- Matching shoes and belt color
- Men do not button the bottom button of their suit jacket, except with a one-button jacket



Business Casual

Women:

Like when dressing for business professional, women have a few more options when the attire is business casual.

Remember the tips below to dress appropriately:

- Dress pants, knee length skirt, or knee length dress can be appropriate
- Dress shirt, blouse, or a sweater can work
- Flats or heels (no open toe)



Men:

Men should remember that although a tie or blazer is not necessary, their attire should still be crisp, neat, and appropriate. When in doubt, look around and wear what experienced workers are wearing.

Remember the tips below to dress appropriately:

- Khakis or dress pants
- Dress shirt or sweater
- Dress shoes
- Belt that matches your shoes
- Dark socks
- Sport coat or tie are optional



Casual Friday or Other Very Casual Events

Women and Men:

Finally it's acceptable to wear jeans!

Remember the tips below to dress appropriately:

- Jeans should be dark wash and have no holes or extreme fading
- Tops should still be ironed and look clean
- Look around, you might be able to wear Sperrys, Vans or open-toed shoes. When in doubt, ask!



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