DRESS PROFESSIONALLY FOR INTERVIEWS!

Professional appearance counts when you are trying to make a good impression during interviews! It is always better to be over-dressed than under-dressed in interviews. When in doubt, you will always be safe in a professional suit! Classic cut matching suits and shined shoes are recommended for men and women, unless an employer specifies business casual attire.

✓ Dress conservatively in dark colors such as navy blue and dark gray.
✓ Choose natural suit fabrics that don't wrinkle – preferably wool gabardine.
✓ Wear minimal jewelry - be conservative. Watches should be plain and simple.
✓ Prepare in advance – avoid last minute shopping in case you need time for alterations.
✓ Try on your suit before the interview to be sure it fits and makes you look professional.
✓ Avoid sandals, spiked heels, scruffy shoes, tank tops, bare legs, white socks…
✓ Be clean, use deodorant but not cologne or perfume. Avoid garlic. Carry breath mints.
✓ Bring resumes, transcripts, lists of references, applications and any other documents related to this job in a dark leather portfolio with paper for notes and a nice pen.
✓ Examples of work or portfolios might also be requested in some career fields such as advertising, architecture, graphic design, MIS, teaching, art, Web design, journalism, public relations, engineering, science and creative writing.

WOMEN

- Wear a navy blue or dark gray matching suit that complements your body type.
- Pantsuits are accepted for most professions but skirted suits are considered more formal.
- Skirts should be about knee length (not too short – no thigh showing when you’re sitting).
- Wear long sleeved, ironed blouse in white or neutral color.
- Sleeveless and low necklines are not professional - no armpits or cleavage please!
- Wear low heeled, closed-toe and closed-heel leather pumps and hose with skirted suits.
- Wear flat or low-heeled, closed-toe leather shoes with a pantsuit.
- Black, navy blue, brown, or dark gray polished shoes to match your suit color.
- Do not wear open toe/heel shoes, sandals, spiked heels, or bare legs with a suit.
- Wear hose neutral in color or matching the color of your suit, free of runs or snags.
- Only use light make-up. Make sure fingernails are clean - avoid bright polish.
- Have well groomed hair pulled back from your face so you won’t touch it when you talk.

MEN

- Wear dark suits in navy blue or dark gray solid color or thin pinstripes. Single-breasted jackets more common than double-breasted. A great fit complements your body type.
- Long-sleeved, ironed white cotton shirts, with cuff extending ¼” below the jacket sleeve.
- Wear a plain white t-shirt under your dress shirt - especially if you tend to sweat.
- Conservative silk ties should complement suit and be as wide as your lapels (2¾” to 3½”).
- Bottom tip of your tie should land in the middle of your belt when you are standing.
- Black or dark brown shined leather shoes with leather belt of the same color.
- Dark socks long enough that your leg skin does not show when sitting with legs crossed.
- Well-groomed hair that is away from your face. Make sure your fingernails are clean.
- Be clean shaven, or make sure your beard and/or mustache are neatly trimmed.