

How to Guide:

Dress For Success

Should I dress in “Business Professional” or “Business Casual”?

Business Professional is recommended when attending an interview, career fair, formal networking event, or any other professional setting. When in doubt, dress business professional. It is always better to dress up for an event rather than dressing down.

Business Casual is recommended for designated “dress down days” at work and casual networking mixers. Do research online and be observant of your company’s culture. Some organizations are accepting of business casual attire everyday.

Business Professional vs. Business Casual

- **Suit:** Well fitted two-piece matching suit in navy, charcoal gray, or black. Pants or skirt fitted but not tight
- **Tie:** Silk with simple pattern or solid color
- **Shirt/Blouse:** Coordinate with suit. Avoid tops that are tight or transparent
- **Belt:** Leather, color should match shoe when possible
- **Socks:** Dress socks, matched to the dress pants
- **Stockings:** Nude to the color of your skin, darker is acceptable but never white
- **Shoes:** Closed-toed, clean, polished and heel should not be higher than 3 inches

- **Shirt:** conservative and collared
i.e. Polo shirts or button down shirts, not t-shirts
- **Blouse:** Avoid tops that are tight or transparent or that have large graphics
- **Pants:** Dress pants or khakis
- **Dresses/skirts:** Worn at knee length, no high slits or low-cut fronts

Look Good, Feel Good, Do Good

Final Touches

- Reduce the amount of scents used in perfume, cologne and/or hair products
- Hair should be styled, clean, and kept away from your face
- Keep nails and make up conservative, neutral colors
- Keep facial hair trimmed and well groomed

Career Services

Blue Bell Phone: (215) 641-6577

Pottstown Phone: (610) 718-1906

Email: CareerServices@mc3.edu



Appointments can be made through [My Success Network](#) or by contacting the Student Success Center

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BUILD A BUSINESS PROFESSIONAL WARDROBE!

Make sure you have the essentials. Look at your current wardrobe. Pick out what falls under professional dress and then shop for fillers.

Shop Smart. Watch out for sales. Check out your local thrift stores. It can be cheaper to have a suit tailored than to buy new. When possible, invest in a quality suit and it will sustain for years to come.

Business Professional



Business Casual



BUILD A BUSINESS CASUAL WARDROBE!

"Business casual" is a very broad term and will change depending on the organization. Observe what business casual means at your specific organization.

Caution!

Don't Be Too Casual. Make sure your clothing is fitted to you and not too baggy or tight.