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

<table>
<thead>
<tr>
<th>Business Professional</th>
<th>vs.</th>
<th>Business Casual</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Suit:</strong> Well fitted two-piece matching suit in navy, charcoal gray, or black. Pants or skirt fitted but not tight</td>
<td><strong>Shirt:</strong> conservative and collared i.e. Polo shirts or button down shirts, not t-shirts</td>
<td></td>
</tr>
<tr>
<td><strong>Tie:</strong> Silk with simple pattern or solid color</td>
<td><strong>Blouse:</strong> Avoid tops that are tight or transparent or that have large graphics</td>
<td></td>
</tr>
<tr>
<td><strong>Shirt/Blouse:</strong> Coordinate with suit. Avoid tops that are tight or transparent</td>
<td><strong>Pants:</strong> Dress pants or khakis</td>
<td></td>
</tr>
<tr>
<td><strong>Belt:</strong> Leather, color should match shoe when possible</td>
<td><strong>Dresses/skirts:</strong> Worn at knee length, no high slits or low-cut fronts</td>
<td></td>
</tr>
<tr>
<td><strong>Socks:</strong> Dress socks, matched to the dress pants</td>
<td><strong>Shoes:</strong> Closed-toed, clean, polished and heel should not be higher than 3 inches</td>
<td></td>
</tr>
<tr>
<td><strong>Stockings:</strong> Nude to the color of your skin, darker is acceptable but never white</td>
<td><strong>Shirt:</strong> conservative and collared i.e. Polo shirts or button down shirts, not t-shirts</td>
<td></td>
</tr>
<tr>
<td><strong>Shoes:</strong> Closed-toed, clean, polished and heel should not be higher than 3 inches</td>
<td><strong>Blouse:</strong> Avoid tops that are tight or transparent or that have large graphics</td>
<td></td>
</tr>
</tbody>
</table>

---

**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
Dress For Success

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

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.