

# Helpful Hints for Professional Dress



## Male

### Suits:

- Dark conservative suit. (Black or Navy solid or pinstripe work best)
- Should be neatly pressed.
- Make sure pants legs are proper length.

### Shirts:

- Long sleeve, white shirt.
- After time, the collars on shirts begin to curl...try to use collar stays.
- Make sure shirt is properly ironed.

### Neckties:

- Wear a conservative pattern and try to match with correlating suit. (No loud colors)
- Do not wear a clip on.
- There are various tie knots that corresponds to particular shirt collars. Learn them.
- Length of tie should be near center of belt buckle. (No extremely wide ties)

### Socks:

- Wear socks that go over your calf. (Skin should not be revealed when seated)
- Dark colored to blend in with suit and shoes. (Never wear white socks)

### Shoes:

- Wear shoes that are properly shined.
- Tassel loafers, wing tip, or lace up shoes preferred.
- No boots, sneakers, or sandals.



## Female

### Suits:

- Solid colored suits or tailored dress (no extreme slits) should be used. (No loud colors or sundresses)
- Skirt length should be no shorter than two inches above the knee and no longer than the middle of the shin.
- Skirt should not cling and should be wrinkle free.

### Blouses:

- No plunging necklines.
- Plain, off-white (cream colored) shell shirt.
- No turtle necks.
- Don't wear see-through fabrics.

### Hosiery:

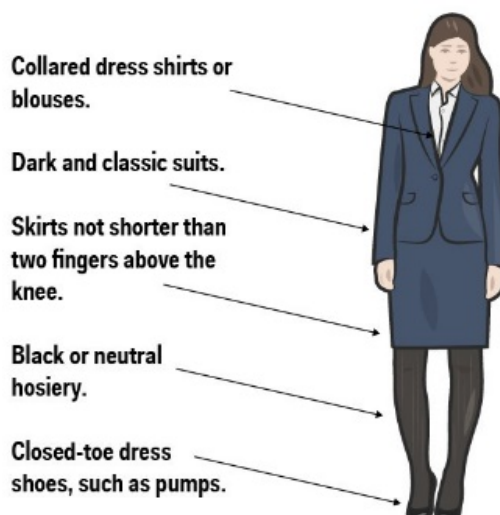
- Should be neutral color.
- Make sure there are no runs.

### Shoes:

- Dark, closed-toe shoes that are well polished. The classic pump works well.
- Heels should measure 1 ½ to 2 inches in height.
- Leather shoes are more professional than a synthetic material.
- No boots, sneakers, or sandals.

### Jewelry:

- Simple and basic jewelry. (One ring per hand)
- Small earrings are best (No hoops).
- No tongue ring or nose rings.
- Wear a small necklace.
- No scarves.



# Accessories:

## Male

- Light cologne, if any.
- Belts should be leather and color should match shoes. Buckle should be small and not flashy.
- Jewelry should be kept to a minimum with no neck chains.
- No piercings (tongue ring, earrings, nose rings, etc.)
- A flat watch is nice. No bulky watches with too many features.
- Hair should be simple and clean cut. If using facial hair, make sure it is neat and trimmed.
- Nails should be clean, trimmed, and in good condition. Use hand lotion for rough chapped hands to avoid making a bad impression when shaking hands.



## Female

- Light perfume, if any.
- Use light make-up (go for a natural look).
- One small handbag will complement nicely.
- Nails should be polished, clean, and not chipped.
- Make sure hair is not in your face.



## Cultural Exceptions:

In some cultures women may dress in a more traditional sense. It is important to keep this value when dressing for interviews, but it is also important to maintain a clean, crisp, and professional look.

- **Tops:** In some cultures it is custom that women stay covered and concealed. In this situation, opt for blouses with a high neck line or collared shirt, paired with a suit jacket.
- **Bottoms:** In some cultures it is not recommended that women wear pants or a pant suit. Instead, floor length skirts/dresses are a good alternative.
- **Hijab/Headscarf:** If it is custom in your culture to wear a hijab or headscarf be sure to remain neutral in your color choice with minimal to no pattern.

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