

# INTERVIEW & PROFESSIONAL DRESS

Did you know that a hiring decision can take place within the first few minutes of your interview? This means that dressing appropriately and making a great first impression is very important.

## BUSINESS FORMAL



Business Formal is the standard dress code for a job or internship interview. Here are some attire tips and suggestions:

- Skirt suit (preferably a dark color), which includes knee-length skirt, tailored jacket, and solid (or subtle patterned) blouse/top.
- Pant suit (preferably a dark color), which includes tailored pants and a jacket.
- Two-piece, single-breasted suit (preferably a dark color and solid and/or conservative pinstripes).
- White dress shirt with a white undershirt underneath and a conservative tie.
- Solid (or subtle-patterned) blouse or top.
- Dark, polished shoes and matching socks.
- Closed-toed shoes with no more than 1-2 inch heels.
- Conservative and minimal jewelry.
- Small to medium size purse.
- Subtle make-up.
- Conservative, clean haircut and style.
- Trimmed facial hair.
- Avoid colognes, perfumes, and body sprays.
- Bring your portfolio, pen, and extra copies of your résumé.

**TIP:**  
Your culture, religion, and gender identity might influence your choice of business attire. We encourage you to incorporate those elements into your business wardrobe.

## BUSINESS CASUAL



Business Casual is often the dress code in many offices. While this type of attire is too casual for the formal job interview, you may want to wear business casual to a dinner, on the airplane or it may also be the work attire for the organization's environment once you've landed the job or internship. Every work environment is different so be sure to observe and inquire about the dress code. Business casual may include:

- Jacket, blouse, cardigan, or conservative top with pants or a knee-length skirt.
- Simple, knee-length dress.
- Collared button up shirt with a white undershirt underneath or a collared knit polo shirt.
- Dark pants or khakis.
- Closed-toed shoes (no flip flops).
- Subtle make-up and avoid perfumes/body sprays.

Avoid the following attire:

- Jeans or casual sundresses, clothing with holes or rips, or athletic clothing or sneakers.
- Clothing too tight or revealing.
- Clothing with holes or rips, wrinkled or inappropriate images or athletic clothing or sneakers.