

Tips for Professional Dress for Men & Women

Classic Business Attire for Women

- Skirted suit with skirt length appropriately at or just above the knees, or matching conservative pants. Suit jacket can be single or double-breasted.
- Navy or charcoal gray are the preferred suit colors, but black, hunter green, navy or deep purple are acceptable within certain industries.
- White, off-white, or light blue cotton or silk blouse with conservative necklines and hidden or conservative buttons.
- Low to medium leather heel with closed toe.
- Neutral pantyhose.
- Matching scarf is acceptable, but should be understated.
- Moderate amount of jewelry or accessories. A general rule is to wear no more than 13 accessories, including scarf, belt, watch, jewelry, buttons. No more than 1 ring on each hand.
- Professional matching purse instead of a backpack.
- Minimal makeup and perfume.
- Trimmed fingernails with conservative color, if any.
- Neat hair style with hair pulled back from face.
- Remove body piercings, except for one conservative earring in each ear. Cover tattoos.
- Do NOT bring a cell phone.



Classic Business Attire for Men

- Single-breasted navy or charcoal gray, black, or navy two-piece suit. A subtle stripe or pattern is acceptable.
- White, long-sleeved oxford cloth shirt.
- Silk tie with small conservative pattern.
- Dark socks that, when you are seated, will cover your leg.
- Belt or shoes of matching color, typically black. Well-polished shoes.
- Professional briefcase or portfolio instead of a backpack.
- Minimal cologne, if any.
- Neat hair style.
- No more than 1 ring on each hand.
- Professional watch, especially one without an alarm that may sound at an inappropriate time.
- Do not wear themed clothing, such as a cartoon tie.
- Trimmed and clean fingernails.
- Remove body piercings, including earrings, and cover tattoos.
- Do NOT bring a cell phone.

