

# **DRESS FOR SUCCESS**

## **MEN**

### When choosing a suit

- colors in shades of gray and/or navy - muted plaids and subtle accent stripes are acceptable
- single breasted suit is a more classic look
- wear a suit, not a sport coat with slacks
- when you are not sure how to dress - go conservative

### Always have shirts professionally laundered before an interview

- neatness always counts and shows attention to detail
- a starched long-sleeved white shirt (even in summer) gives a more professional look than a colored shirt

### Invest in an updated silk tie

- ties of fewer than 3 inches wide are appropriate
- tip of tie should barely touch belt buckle
- tasteful but not aggressive - the smaller the pattern, the more authority you will project

### Belts are a good investment

- choose black and burgundy
- should match shoes

### Wear nice shined leather shoes

- wingtips portray a more conservative look
- tassel loafers give a more casual look
- matching dark socks must be worn

### Wear jewelry in moderation

- at most 1 ring on each hand - wedding or class ring
- do not wear an inexpensive watch - black leather or metal band is best
- no earrings, bracelets or necklaces

### Other accessories can enhance the overall look

- socks should be mid-calf
- invest in a good quality (professional looking) pen
- briefcase, portfolio and wallet should also be quality investments
- accessories will assist others in forming an opinion about you

### Grooming must be impeccable

- freshly shaven
- clipped fingernails
- hair freshly cut in good taste - should not be past the base of neck
- cleanliness is a must - no questions asked

# **DRESS FOR SUCCESS WOMEN**

## **When choosing a suit**

- colors in shades of navy, gray, taupe, black, and deep maroon
- miniskirts are not appropriate in the workplace – knee or calf-length is recommended
- invest in quality, not quantity - will last if you care for them and can add accessories
- when you are not sure how to dress - go conservative

## **If you are wearing a blouse with the suit, choose one that will have an impact on your look**

- solid colors are the wisest investment - white, off-white, beige and light blue are good
- cotton and silk fabrics are the best
- choose blouses of good quality without frills or lace

## **Wear simple classic looking heels**

- should be a closed heel and toe
- approximately 3 inches in height or shorter
- recommended colors - black, navy, taupe, cordovan
- choose leather over those made of synthetic material - will convey a richer appearance

## **Invest in a few nice pairs of hose**

- always wear hose
- no patterns or fashion colors - flesh tone is most conservative

## **Jewelry should be worn in moderation**

- only 1 ring on each hand
- do not wear an inexpensive watch - should be a good classic one
- earrings, bracelets or necklaces in 14 karat gold or sterling silver
- simplicity is the key
- should accentuate your professional attire - not detract from it

## **Other accessories can enhance the overall look**

- briefcase and/or portfolio should be quality leather investments - black or tan
- can carry a purse along with a briefcase, however suggest only carrying the briefcase
- accessories will assist others in forming an opinion about you

## **Grooming must be impeccable**

- makeup should be natural - use to enhance features
- hair should be your natural color - if not, beware of off-colored or contrasting roots
- shoulder length or shorter is better - if longer, pull it back
- nails should be well manicured - clear polish is best
- go for the professional look, not glamour