

ATTIRE FOR HIRE

Your résumé and cover letter get you the interview; the interview gets you the job. How you dress for that interview is as important as what you say. Be sure to follow the guidelines below to help you dress for success!

Overall Guiding Principles

- Keep it simple and conservative: Less is more!
- Be memorable for your unique abilities and accomplishments
- Avoid being memorable for being inappropriate or outlandish

Clothing

- Wear a formal, two-piece matching suit; navy, black, and gray are best
- Be sure it fits well: no gaping, bulging or sagging
- Shirt should be a light, solid color (white or light blue is best); avoid revealing styles
- Choose a conservative tie with stripes or a small pattern
- Skirts/dresses should come to the knee
- Belts should match shoes
- All clothing should be pressed, clean and free of lint/pet hair
- If company's brand uses a specific color, subtly work that color into your outfit

Footwear

- Choose dress shoes that are polished and well-maintained; check for wear & tear
- Socks should match the shoes; avoid gym socks; pantyhose should be skin-toned
- Heels should have a closed-toe and a moderate heel

Hair & Accessories

- Hair should be brushed and neat; long hair can be worn up or down
- Nails should be a conservative length, clean and well-groomed; clear or neutral color if polished; no nail art
- Facial hair should be well-groomed
- Wear a minimum of jewelry; make sure jewelry does not make noise
- Choose natural tones of eye shadow and muted lipstick colors; use a light application
- Remove body piercings and cover tattoos
- Use a briefcase or moderately-sized professional bag; avoid backpacks or casual bags
- Use minimal fragrance



**“You can have
anything you want in
life if you dress for it.”**

- EDITH HEAD