



**Business Professional Attire**

What is Business Professional Attire? This style of dress is customary for interviews, career fairs, and other events where making a first impression is crucial. The following is a guide on how to dress in business professional attire.

| Article of Clothing      | Description   |
|--------------------------|---|
| Suit                     | Well pressed and tailored black, navy, gray, or brown suit. Suits can be either with a skirt or pants suit. Watch for fit to make sure your outfit is not too tight, baggy, or short. Well pressed and in good condition is very important!   |
| Blouse                   | Neat, pressed, and clean traditional collared blouse or simple round neckline shirt in a basic color such as white or a soft pastel. Avoid anything too bright, trendy or ill-fitting. With collared blouses, make sure the shirt is not too tight across the chest area and undergarments are appropriate as well. |
| Shoes                    | Clean, polished and presentable dress shoes that compliment your outfit. Heels are NOT required but a classic pump is a good staple. Avoid any shoe that you are not comfortable walking in or are too flashy. No platforms!  |
| Hosiery                  | Hosiery must be worn with a skirt suit. Choose a basic color in a sheer style without patterns that is appropriate with your suit color. Keep an extra pair handy in case you have a run!   |
| Accessories and Grooming | Avoid any accessories such as your purse, nail polish, or jewelry that is too flashy or distracting. Also avoid any makeup or perfume that is too heavily applied. Hair should be well-groomed and styled. Also, bring some breath mints!   |

**Business Professional Dress Business Professional Accessories**



2.75"



3"



3.75"



4.5"



5"

Yes

No

Never go higher than 4 inches, and stick to flats or a kitten heel if you are more comfortable. No platforms!

**Business Casual Attire**

What is Business Casual Attire? This style of dress is customary for less formal events. Although business casual is less formal, appropriate dress and fit is still expected. The following is a guide on how to dress in business casual attire. Best rule of thumb is always to ask the employer to clarify their definition.

| Article of Clothing      | Description   |
|--------------------------|---|
| Pants                    | Well pressed dress pants in a dark color. Avoid pants that are too tight, too baggy, or are not the appropriate length. |
| Blouse                   | Well pressed collared dress shirt or blouse. Avoid anything too bright, trendy, or ill-fitting.                         |
| Shoes                    | Clean and presentable dress shoes in an appropriate color to match your outfit.   |
| Hosiery                  | Hosiery is not required with business casual clothing; however, make sure your socks match your shoes                   |
| Accessories and Grooming | Keep it simple and tasteful. Avoid anything too flashy or overbearing.  |

**Business Casual Dress**



**What do I Wear to an Event?**

| Business Professional | Business Casual               |
|-----------------------|-------------------------------|
| Interviews            | Employer Information Sessions |
| Employer Site Visits  | Etiquette Dinners             |
| Career Fairs          | Informal Networking Sessions  |
| Practice Interviews   | Conference Events             |



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|--------------------------|---|
| Suit                     | Well pressed and tailored black, navy, or gray suit. Jacket sleeves should extend to the hand and pants should typically match the jacket. Avoid anything too trendy. Well pressed and in good condition is very important!                                       |
| Shirt                    | Neat, pressed, and clean traditional long sleeved collared shirt in white or a basic color. Avoid anything too bright, trendy or ill-fitting.   |
| Shoes                    | Clean, polished dress shoe in black or brown to coordinate with your suit. Dress socks should match suit.   |
| Tie                      | Good quality tie (often silk) in a conservative color and pattern that is properly tied (see guide below). Avoid anything too trendy or distracting.  |
| Accessories and Grooming | Belt should match your suit and shoes. If wearing a watch, make sure it is not too flashy. Avoid any cologne or hair styling that might be too over powering. Make sure your facial hair and finger nails are trimmed and groomed. Also, bring some breath mints! |

**The Button Rule:** Depending on the number of buttons, button either of the top two buttons when standing. When seated, all buttons can be undone.

### Business Professional Dress and Accessories



### How to Tie a Tie (Half-Windsor Knot)

[www.tie-a-tie.net](http://www.tie-a-tie.net)



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| Article of Clothing      | Description   |
|--------------------------|---|
| Pants                    | Well pressed dress pants such as khakis.  |
| Shirt                    | Well pressed collared shirt or polo shirt. A sport coat is optional.  |
| Shoes                    | Clean and presentable dress shoes in an appropriate color and socks to match your pants and shoes.  |
| Tie                      | A tie is typically not necessary with business casual.  |
| Sports Coat              | A sports coat is optional. If choosing a sports coat, no tie is necessary.  |
| Accessories and Grooming | Belt should match your suit and shoes. If wearing a watch, make sure it is not too flashy. Avoid any cologne or hair styling that might be too over powering. Hair and Nails should be trimmed and groomed. |

### Business Casual Dress



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