

Professional Attire

Women

Business Professional

Suit

- Avoid trendy styles
- Jacket sleeve length should fall ½ inch below wrist
- Neutral Colors: black, grey, brown, navy



Pants

- Pants are good for site visits
- Capris and cropped pants are not appropriate



Skirt

- Skirts should be knee length and not too tight
- Avoid high slits



Shirt

- Blouse or camisole
- Preferred colors are white or light colors
- Cleavage should not be showing



Shoes

- Avoid open toed shoes or sandals
- Wear basic pumps with a low heel, 1-2 inches high
- No stilettos or platforms
- Wear neutral hosiery or trouser socks



Women Business Casual

Jacket

- You may wear a blazer or suit jacket with pants or skirt
- Trendier or casual suits are also appropriate



Pants

- Dress pants or khakis are acceptable
- Avoid capris



Skirt

- Should be knee length and not too tight
- Avoid high slits



Shirt

- Blouse
- Sweaters including knit sweater sets and cardigans



Shoes

- Avoid open toed shoes or sandals
- Heels or flats are acceptable



Men Business Professional

Suit

- Suit should be solid or have subtle pinstripes
- Jacket should be buttoned while standing and unbuttoned while seated
- Avoid double breasted jackets
- Neutral Colors: black, grey, navy, brown



Pants

- Jacket and pants must match
- The pant leg should touch the front of the shoe and fall above the heel in the back



Tie

- Conservative colors are most appropriate
- Length: tie should reach your belt



Shirt

- White or muted shirt with collar
- Long sleeves
- The sleeve of shirt should extend ½ inch beyond the suit jacket sleeve

Shoes

- Polished, leather shoes
- Wear dark socks that match shoes and are calf length



Men Business Casual

Jacket

- A sports coat without a tie



Pants

- Khakis
- Solid color slacks



Tie

- Tie may be worn with long sleeve collared shirt
- Conservative colors are most appropriate



Shirt

- Shirt with collar
- Sweater
- Polo Shirt (this is more casual, appropriate for outdoor or hot temperatures)



Shoes

- Oxfords or loafers
- Wear dark socks that match shoes and are calf length



Accessories

Women

Jewelry

- Should be simple -avoid big, dangly earrings
- Wear only one pair of earrings
- Maximum of one ring per hand



Handbags

- You may use a small and simple purse or professional bag
- No backpacks or large purses



Men



- Be conservative with watches and other jewelry
- Earrings might not be viewed positively
- Match belt to shoes



Other Tips

- All clothes should be neatly ironed
- Suits usually have tacking stitches to hold vents in place before purchase; make sure these are removed
- You should also carefully inspect for dangling threads, lint, and missing buttons
- Tattoos and piercings (other than ears) should be covered
- Bring a portfolio with copies of your resume, transcript, a notepad, pen, and your list of questions for the employer