# Professional Business Attire Guide

You want to make a good initial impression at intern fairs, interviews, and networking events. Do not dress casually for any job fair or interview! Dress in a business-like professional manner, and you will be sure to fit in wherever you interview.

**General Tips**

* Make sure your outfit is neat and professional; no wrinkled clothing.
* Be sure to shower before the event, and use deodorant.
* Avoid wearing too much cologne or perfume.
* Your hands and nails should be clean and trimmed.
* Hair should be freshly cleaned and neatly styled.

### **Women’s Suggested Attire**

**Suits:** Lean toward the traditional side. The hierarchy of professional dress goes: dark suit, lighter suit, dress with dark jacket, and mixed color skirt and blazer.

**Shoes:** Shoes should be conservative; low to medium heels are best. Navy and black are traditional colors and go with almost anything. Avoid tennis shoes or sandals.

**Accessories:** Make-up should be minimal, should you choose to wear it. If you wear nail polish, make sure it's a subtle color and neatly done. Avoid large, distracting jewelry.

### **Men’s Suggested Attire**

**Suits:** Men are encouraged to wear traditional business attire. This means a black, navy, charcoal, or gray suit. If you do not own a suit, a blazer with dress slacks is second best.

**Shirts:** White long-sleeved dress shirts are best. Solid blue is an acceptable alternative.

**Shoes:** Lace-up black or brown leather are best. Never wear tennis shoes or white shoes.

**Socks:** Wear comfortable, dark socks. Depending on the outfit use black, gray, or navy, but never white.

**Ties:**  Be sure that ties coordinate well with the suit and avoid flashy patterns. Make sure the knot is neat and the tie comes to the top of your belt or slacks.

**Belts:** Wear a dark belt, preferably black or brown. It should have a clean, functional buckle.

### **Workplace Attire- Business Casual**

Although not an appropriate dress code for intern fairs or interviews, many students will have a chance to work in situations where the dress code is more relaxed. "Business or workplace casual" means slacks and a white oxford button down shirt and a pair of casual shoes for men. For women, this can mean a blouse with slacks or a dress.

Don't take "casual dress" too literally. Avoid t-shirts, baseball caps, and sunglasses. Don't wear sneakers or jeans unless it is the company norm.