

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.