

DRESS FOR SUCCESS - FOR WOMEN

The Jewelry

- Seven pieces of jewelry maximum – count gold or jeweled buttons as jewelry
- One earring per ear – should be small, not dangling
- Watch – dress, not sports

The Hosiery

- Neutral colors only: taupe, off black, navy, off white – avoid textures

The Suit

- A business suit – matching jacket and skirt – is most appropriate – is preferable to a dress
- Should be conservative color – solid or small pattern – black, navy, gray, brown, taupe
- Should fit – not too tight or too loose; avoid fabrics that wrinkle easily, such as linen
- Blouse should be conservative to medium color – not bright color
- Pant suits may be acceptable; however, if you are not sure, wear a skirt and jacket suit.
- No short skirts – hem should be longer than mid-thigh!

The Shoes

- Closed toe ONLY! No sandals – even those with heels
- Heels 1½ inches to 2 ½ inches high - conservative colors only – no gold, silver, red, etc.
- No “spiked” heels – should be comfortable for walking

The Purse

- Carry either a purse or briefcase – but not both – should be neutral color
- A nice portfolio containing a note pad and extra copies of your resume may be carried with purse

The Make-up/Hair

- Less is more
- Go easy on the blush, eyeshadow and lipstick
- Wear little or no perfume
- If hair is longer than shoulder length, wear pulled back from face

DRESS FOR SUCCESS - FOR MEN

The Jewelry

- Less is more
- Wedding band/watch is sufficient
- Small and simple cuff links are acceptable

The Socks

- Nice, thick material; dark, solid or small pattern
- Long enough to hide leg hair when legs are crossed

The Suit

- Generally in business environments, a suit is more appropriate. However, research the company/organization to determine most appropriate dress.
- Expensive is not necessarily better in terms of a suit – should be proper fit, however!
- Wool at least 55%; medium to dark colors, solids or conservative stripes
- Jacket length: should pass “finger curl test”
- Tip of jacket sleeve should fall 5 inches above tip of thumb when thumb is extended down
- Shirt: pastels, solids, and conservative stripes are acceptable
- Shirt sleeve: should extend one half inch below jacket sleeve edge

The Shoes

- Should be leather; should be lace-up; should shine, shine!

The Tie

- Small, repetitive pattern or solid – no “theme” ties (e.g., “Tabasco”)
- End of tie should touch top of belt - should contain loop in which to insert small end of tie

The Other

- Carry nice portfolio containing a note pad and extra copies of your resume; carry nice pen
- Wristwatch should be dress, not sports
- Use aftershave sparingly – and no cologne