

# Dress for Success – Interview Attire

You have one chance to make the right first impression. Below are Tips and Pictures of appropriate dress styles for Professional and Business Casual interview environments.

Before you begin shopping for your interview attire, make a list of the items you already have in your closet. Using this list, create a shopping list of what you need and in what colors. Then stick to this list - it will save you time and money.

## Dressing Tips for Men

### Suits

- Choose a conservative single-breasted, 2-, 3-, or 4-button jacket (can be with or without a vent).
- Choose dark colors: black, dark gray, charcoal, olive, or navy. Avoid flashy or showy fabrics.
- A good bet for business casual is a navy blazer with dress pants, dress shirt, and a tie.
- Make sure your suit is altered to fit properly - sleeves should break just below your wrist. Pants should hit just on top of your shoes without a lot of puddling.
- Shop around for the best value in price and quality, and consider sales and clearances.
- Some stores to try are Macy's, Men's Warehouse, Sears, JCPenney, Burlington Coat Factory, Target, or Wal-Mart.

### Shirts

- Purchase several good quality dress shirts (a couple is sufficient for campus interviews).
- Cotton is the best fabric for shirts - no polyester or polyester-blend.
- Collars should be stiff but comfortable (too loose looks unprofessional; too tight, you'll feel like you're choking).
- If buying a shirt with a pointed collar be sure that it has collar stays or can be buttoned down.
- Resist buying brightly colored shirts until your wardrobe has expanded a little more and until you know more about the culture of your workplace.

### Ties

- Ties distinguish your individuality and update your fashion statement. They're also flexible and easy to replace.
- Colors should work back into your suit or work well with your shirt.
- Ties should end at belt line - no higher, no lower.
- Purchase 1 or 2 to start (a couple are sufficient for campus interviewing).

### Shoes

- One pair basic black or brown.
- Make sure they are comfortable.
- Always make sure your shoes are polished and well maintained.

### Belts, Suspenders, and Socks

- Your belt should match your shoes.
- Socks and suspenders can be matched to your suit, shirt, or tie; a solid color is better - preferably black or navy.
- If you wear suspenders, don't wear a belt.

## **Dressing Tips for Women**

Two piece suits whether skirt or pant suits, is the best option for women in an interview. Choose dark colors: black, dark gray, charcoal, olive, or navy. Avoid flashy and showy fabrics. Also avoid anything with spandex or linen.

### **Jackets**

- Choose a conservative style jacket in a solid, basic color, pin stripes, or a small tweed pattern. Save the trendier styles until you are more settled and familiar with the "culture" of your workplace.
- The jacket should have long sleeves that come just below the wrist.
- You should be able to button your jacket without any pulling or gaps.
- The ideal length is a suit jacket that hits at the mid to lower hip line.

### **Skirts**

- Buy the skirt that goes with the jacket meaning matching fabric and color.
- Skirts should be not be more than 1" higher than the knees and should not go below the knees.
- Skirts should not be too tight.

### **Pants**

- Buy the pant that goes with the jacket meaning matching fabric and color.
- Make sure the pants fit well around the hips and hit just on top of your shoes without a lot of puddling.
- Avoid pants with back pockets with our without buttons.

### **Blouses**

- Look for ivory, black, navy, and gray blouses or shells to wear under suits for the ultra conservative look. If you plan on adding a bit of your individual taste consider a solid colored blouse in a color that brings out your eyes.
- Remember that blouses are an inexpensive way to change the look of an outfit.
- Don't wear sleeveless blouses and dresses and select a modest neckline.
- Make sure that the blouse fits well without buttons that are pulling.

### **Shoes**

- Stick with flats or medium (2" – 2 1/2") heels.
- Choose black, navy, or neutral colors for shoes.
- Avoid patent leather and shoes with big shiny buckles or jewels.
- Always look for comfort when purchasing shoes.

### **Accessories**

- Scarves are another inexpensive way to change an outfit's look.
- Limit jewelry to 2 pieces at most.

### **Stockings**

- Always wear stockings, and keep lots of extras on hand.

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***The Right First Impression at the Interview***

*Conservative is always the best option when selecting attire for your interview.*

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Portfolio



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### ***The Right First Impression at the Interview***

*While it is wise to avoid big patterns in the fabric a pin stripe or small tightly patterned tweed fits within the conservative appearance recommended for your interview.*

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## ***The Right First Impression at the Interview***

*Many times suits will come with the option of the skirt or pants. To expand your options consider buying both and selecting 3 to 5 blouses that will mix up the look for your business wardrobe.*

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## ***The Right First Impression at the Interview***

*A simple pump is a versatile choice for the interview.*

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***The Right First  
Impression at the  
Interview***

*The belt and pocket in this suit above adds a bit of style without going overboard. The same holds true for the pleats in the skirt to the left.*

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***The Right First  
Impression at the  
Interview***

*A dark color other than black  
or grey is another way to add  
a bit of style while staying on  
the conservative side.*

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## ***The Right First Impression at the Interview***

*When pursuing a Skilled  
Trades or Culinary position,  
dressing a step down may be  
appropriate when  
interviewing at the job site.*

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