

# Dress for Success

- 55% of another person's perception of you is based on how you look.
- Dress for the job you want, not the job you have.
- "75% of recruiters believe that how a person dresses for work affects one's job, salary, and possible promotions (<http://wingsforsuccess.org>)
- "Your first impression is always a lasting impression"

## Business Casual vs. Professional

Have an interview or professional event coming up? Learn how to decode dress code.

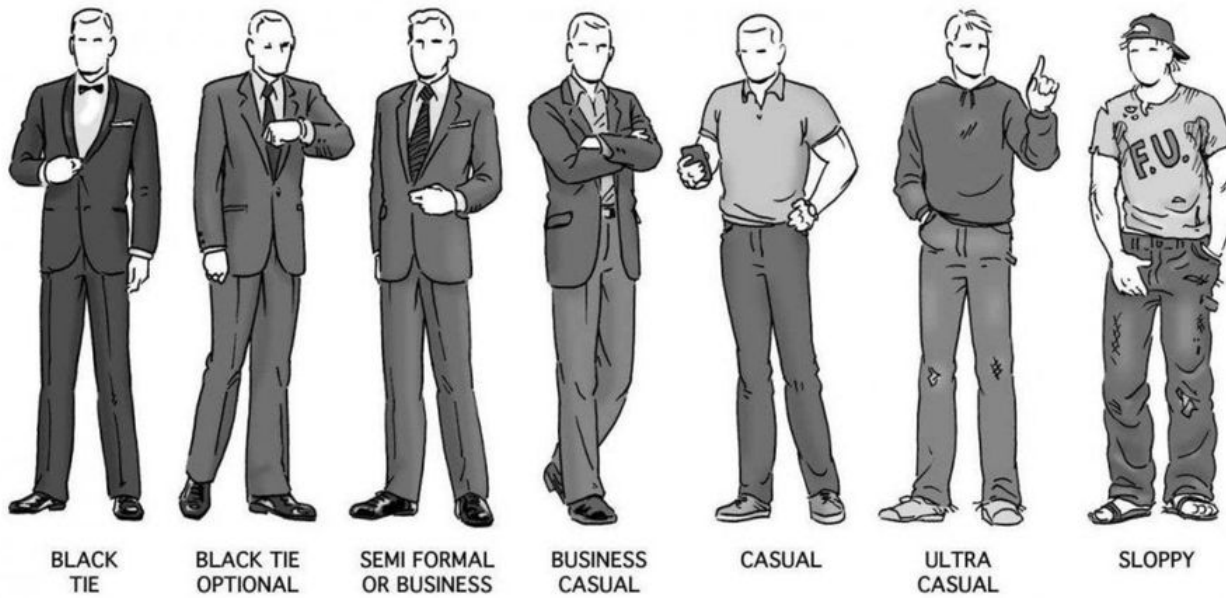


### Tips for Success in Any Business Situation



- 1 When in doubt, dress conservatively.
- 2 A suit (suit & tie for males) will suffice in most situations
- 3 Make sure your outfit is wrinkle-free.
- 4 Stick with solid colors and tighter-woven fabrics or simple patterns.
- 5 Accessories should be kept simple: basic pumps, modest jewelry, light make-up & light perfume.
- 6 Wear a belt and a watch.
- 7 Be sure your hair is neatly trimmed or groomed. Avoid the "messy" look.
- 8 Shirts with lettering or graphics should not be worn.
- 9 Check your outfit for missing buttons, lint, or a crooked tie.
- 10 A skirt should be no shorter than the tips of your middle fingers (or just above the knee for good measure).

## MEN – PROFESSIONAL & BUSINESS CASUAL



**Suit:** Black, blue or grey

**Shirt:** White shirt; Pin-striped or plaid shirt acceptable; Shirt should not be brighter than your tie; Should be past your suit sleeves

**Belt:** Nice leather, match your shoes, no big buckles

**Accessories:** watches, handkerchief, pins, cufflinks - Keep at minimum to none

## WOMEN – PROFESSIONAL/BUSINESS ATTIRE

### Standard Suits (Women)



Dark navy pantsuit



Grey pantsuit



Black pantsuit



Grey skirt suit



Black skirt suit

WOMEN – BUSINESS CASUAL ATTIRE

**Business Casual - Top (Women)**

**DO:**

Blazer



Button down



Cardigan



Sweater



Printed shirt



**DON'T:**

Tank top



Tshirt



Sleeveless blouse



Sheer blouse



**Business Casual - Bottom (Women)**

**DO:**

Dress pants



Chinos / Khakis



Cotton pants



Suit pants



Capri pants



**DON'T:**

Jeans



Cargo pants



Shorts



Linen pants



Leggings



Printed pants

