

# TIPS FOR INTERVIEW AND BUSINESS DRESSING

From Marcheta Gabriel

Rules on how to dress at work have changed. Nearly all companies have relaxed their dress code trending toward business casual, although some professions still require primarily business dress (attorneys, bankers for example.) ALL COMPANIES WILL HAVE A DRESS CODE. Be sure to abide by that. These tips should help you understand what is acceptable and put together a fail-safe guide for what is appropriate.

## ALMOST A SUIT

Guys - Sportcoat or blazer, tie, tailored pants, woven dress shirt and leather dress shoes. Loafers are too casual.

Women - Dressy items that coordinate to create a tailored outfit. Trousers, skirts, blazers, dresses paired together - hosiery to match skirt or pants - leather shoes with a closed toe. Jewelry simple and tasteful.



## BUSINESS CASUAL

Guys - Sportcoats, sweaters or sweater type shirts, tailored trousers or softer structured pants - khakis - refined polos or woven dress shirt without a tie. Loafers are acceptable.

Women - Relaxed yet professional - sweater sets as option to blazers with pants or skirts.



## CLEARLY CASUAL

Guys - Khakis, casual pants -jeans (if allowed) with woven sport shirt or classy polos.

Women - Cotton blouses or sweaters teamed with skirts or casual pants. Professional with style look - **no** short tight skirts, spandex, sport sandals.



### REMEMBER:

IF YOU WOULD WEAR IT FOR WEEKEND CHORES,  
IT IS TOO CASUAL FOR THE JOB.  
No torn, faded denims, logo'd T-shirts  
(unless it is your office logo and allowed), athletic shorts,  
or sneakers.



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## **INTERVIEW DRESS**

Even if the dress code in business is more relaxed, dress up for the interview. Before going on an interview, if possible call to request the company's dress code. It should fall into one of the three groups - business dress, business casual or clearly casual. A general rule is to always dress one level above normal for that company.

### ***For Business Dress –***

Men should wear dark suit, dress shirt, tie, dark socks, dress shoes that lace.

Women should wear a suit with coordinating jacket, tailored blouse, hose, conservative shoes.  
**No** bright colors

### ***For Business Casual –***

Men should wear a suit or navy (or dark) blazer, woven dress shirt, tie and gray or tan dress slacks.

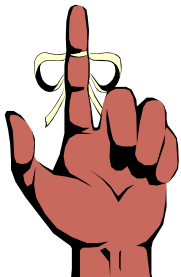
Women should wear a suit or tailored dress, conservative shoes and jewelry. **No** overdone make-up.

### ***For Clearly Casual –***

Men should wear dress slacks, white or colored dress shirt, sport coat.

Women should wear a skirt, dress or tailored pants with a blazer.

## **REMEMBER...**



- ✓ ***You never get a second chance to make a good first impression!***
- ✓ ***Dress for the job you aspire to – NOT the one you currently hold. Take your wardrobe cues from your boss/manager.***
- ✓ ***Always take pride in your appearance. Be well groomed and concentrate on hygiene. PAY ATTENTION TO DETAILS.***

- ✓ ***Remember that there is a clear difference between weekend wear and work wear.***

# **NEVER, NEVER, NEVER UNDERESTIMATE THE POWER OF YOUR APPEARANCE.**



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