

A Quick Guide to Professional Dress for Men and Women

Presented by: The Career Services Ambassadors (CSA)



Business Professional Attire

For Men

For any first meeting, business presentation, and job interview:

- Full suit with matching jacket and pants with black belt
- Pressed, collared shirt with plain (solid, stripe, or simple pattern) tie
- Dark leather dress shoes and dark dress socks
- The bottom of the tie should just barely cover the entire belt buckle; a tie should never be too long or too short
- No cologne, visible tattoos or piercings
- Light briefcase or portfolio case

***Tip:** A three-piece suit is acceptable for an interview, but a suit with mismatched pants and jacket is not recommended.

Business Professional Attire

For Women

For any first meeting, business presentation, and job interview:

- Black skirt or pant suit, other neutral colors (dark gray, navy, brown) okay as long as top and bottom are matching
- Skirt suits recommended; skirts should be a little below the knee and never shorter than above the knee
- Pressed, collared button-down shirt
- Nude (skin-tone) or dark-colored panty-hose and closed-toe heels
- Dress shoes (pumps, flats, heels) – No platform or >2.5 inch heels
- Make-up should be minimal and conservative (daytime makeup)
- No visible tattoos; pale color nail polish; no perfume or body sprays
- Long hair should be pulled back away from face

***Tip:** Keep hair and jewelry simple (i.e. studs for earrings); remove all other jewelry and piercings (i.e. nose rings, etc.)



Business Professional Examples

Business Casual Attire

For Men

- Pressed, collared, long-sleeved shirt with tie
- Dress slacks, socks, belt, and shoes
- Shirts should always be tucked in
- Jeans UNACCEPTABLE
- Closed-toe shoes

For Women

- Dress pants, skirt (at or below knee), or dress okay
- Fitted blouses and sweaters/cardigans, scarves okay
- Closed-toe shoes (pumps/heels <2.5 inches)

Avoid:

*Blingy/shiny/lacey fabric, sequins, khaki, skinny and capri pants, shorts, tight skirts, skirts shorter than knee length, low-cut and sleeveless blouses/dress, large jewelry, bulky purse, sandals, wedges, and heels > 2.5 inches.

***Tip:** Business casual = business professional, with **ONE** of the articles substituted. (Ex: Full suit with a shell top for women or a full suit minus the jacket or the tie for men.)



Business Casual Examples

Note: Each organization determines dress code conduct. Please inquire with your organization regarding appropriate workplace attire.

The Meaning of Color in Business

The colors you wear in professional settings and interviews can affect your mood, energy, and how others may perceive you. You want to wear colors that portray positive perceptions and exude confidence, sincerity, and reliability. Here are colors with their perceived meanings:

RED → Action, powerful, passion and energetic

GREEN → Growth, ideas, vitality and sophistication

BLUE → inspires confidence, success and trust
Navy blue is best color for work/interviews – more likely to get the job.

GOLD → Wealth, prosperity, luxury

BLACK → Black looks classic and sophisticated, but perceived as depressing, serious or intimidating – so add a little color to black suits.

PINK → Compassion, understanding and warmth
Pink or salmon worn by men is seen as a communicator color.

BROWN → Practical and reliable; sometimes perceived as dull

PURPLE → Inventive, creative, intuitive
Dark purple can be perceived as elegant and projects authority.

WHITE → Clean, pure, innocent, and simple

Want to get involved? Have any questions? Email us at rsph.career.services.ambassadors@gmail.com

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