### Guidelines for Professional Dress

**NOTE:** Students are expected to be dressed in business professional attire. Students who are dressed inappropriately will be denied access to the career fair.

#### Men’s Attire

**Suits:** The best colors for suits are navy, medium blue, tan, gray and black.

**Shirt:** Solid white or pale blue are the best color choices with a suit. Avoid bright colors and patterns when wearing a suit and tie. Collars should be straight or spread for a more formal look. Wear button-down collars for a less conservative look. Cuffs should be snug, allowing for a watch to be worn. The shirt sleeve should fall a half an inch below the suit sleeve.

**Ties:** A tie is a man’s most important accessory and can show personality. It should enhance your outfit, not overpower it. Ties should fall to the middle of the belt buckle. Most patterns are acceptable. Avoid novelty patterns and very bright colors.

**Socks:** Socks should be worn over the calf and should also match the suit (i.e., navy socks with navy suit). A nylon or thin cotton sock is best.

**Shoes and Belts:** Shoes should be black, burgundy or dark brown, preferably with laces. Black shoes are for gray or navy suits; brown shoes are for tan suits. Burgundy can go with various suit colors. The color should never be lighter than the trouser. Polished leather is the only material appropriate for business. The belt should match the color of the shoes. Never wear flip-flops or tennis shoes in a business setting.

**Jewelry:** Watches can be gold, silver, or a good imitation with a leather watchband. Avoid thick, digital sports watches. Do not wear earrings, nose rings, necklaces or bracelets.

**Other:** A good quality suit is an investment in your professional image. Make sure it fits well. Tailor it if needed. A professional appearance includes being clean-shaven and maintaining well-manicured nails. Do not wear heavy cologne or earrings.

#### Women’s Attire

**Suits:** Dark colored (navy, black, gray) suits provide the most professional appearance. While beige is acceptable, dark suits are more commonly worn in business settings. The jacket and bottom (skirt, sheath dress or pants) should match in color and material. Skirts should fall just under the knee. Pants should fall right below the ankle.

**Blouse:** Tops can be almost any fabric as long as they are tailored and the color is lighter than the suit. Subtle stripes are okay. Avoid busy prints or loud colors. The collar should be folded down to lay on top of the suit jacket. Sleeveless silk or acrylic-blend shells without a collar (worn underneath a jacket) are also a nice option when the weather is warm.

**Shoes and Belt:** Shoes should be comfortable and made of leather. Avoid open-toed shoes, overly high heels or flats. A small, one or two-inch heel provides the most polished look. Shoes should match your hemline or be darker. Never wear flip-flops or tennis shoes in a business setting. If wearing pants or a skirt with a belt loop, your belt should match the color of your shoes.

**Accessories:** All accessories and jewelry should be conservative and bring attention to the face. Avoid distracting or overly dressy jewelry. Watches can be gold, silver or a good imitation with a leather watchband. Avoid thick digital sports watches.

**Other:** A good quality suit is an investment in your professional image. Make sure it fits well. Tailor it if needed. Tight or revealing clothing is never appropriate. Hair should be worn away from the face and styled conservatively. Make-up should enhance your features and be used in moderation. Nails should be neatly manicured (short, with clear polish). Do not wear heavy perfume, facial piercings or other ornamentation that could be distracting to a potential employer.