

# Dress to Impress

## Interview attire tips

Potential employers will expect you to dress professionally. If you're interviewing in sectors such as government, business, legal and administration, you'll want to come across as conservative and well-groomed. A pant/skirt suit or a tailored dress with a jacket works well. Think basic and conservative. It's okay to be dressed more formally than your interviewer.

### Business Professional



- Wear hair neatly styled and pull it back if you think you will play with it.
- Pair a white or off-white blouse with a dark suit.
- Stick with a basic button-down blouse or a shell without ruffles or other embellishments.
- Your skirt or dress should be at least knee-length and a dark to medium color.
- Stick with low heels or flats.

- ✓ Know your audience: research the industry and organization and dress appropriately.
- ✓ To see if your skirt or dress is an appropriate length, sit down in front of a mirror. It should fall no more than two inches above the knee.
- ✓ Make sure you're comfortable in your clothes. Wear the suit and break in the shoes around the house.
- ✓ Nails should be neatly trimmed. Clear or light pink nail polish is best.

When it comes to "business casual," timeless is best. Longer skirts, pants and higher necklines are safe bets. Knee-length skirts are fine, too. As for color, think black, gray, brown and navy blue. Keep in mind that you should dress more formally for the interview than you would for the job itself.

- ✓ Unsure whether your outfit is indeed "business casual?" Ask yourself: "Would I wear this for a meeting with President Brown?" When in doubt, it's always best to err on the side of conservative.
- ✓ Avoid trendier pieces, even if your interview is at a technology or creative ad agency. Skirts should not be too tight, and if it has a slit, it should only be in the back.
- ✓ Remember, no denim!

Blouse or collared dress shirt with cardigan for a classy look.

Khaki pants; solid, dark-colored trousers or knee-length skirt.

Choose a closed-toed shoe, even during the summer.



### Business Casual

# Dress to Impress

## Interview attire tips

Potential employers will expect you to dress professionally. If you're interviewing in sectors such as government, business, legal and administration, you'll want to come across as conservative and well-groomed. Your suit should be dark and conservative. Don't worry about appearing more formal than the interviewer.

### Business Professional



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The bottom point of your tie should lay over your belt buckle. The smaller the pattern and the darker the tie, the more authoritative the look.

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Fasten the top two buttons on a three-button suit. A double-breasted suit should always be buttoned when standing.

● —————

Wear wing-tip shoes or other lace-ups. These should be black or brown leather. Don't wear loafers or buck shoes.

- ✓ Know your audience: research the industry and organization and dress appropriately.
- ✓ Don't let an ill-fitting suit send the wrong message. Find yourself a good tailor.
- ✓ Don't forget about formal outerwear. You're often wearing a coat when you meet someone for the first time. A trench coat or wool pea coat works well. Avoid ski jackets.
- ✓ Keep hair and facial hair neatly trimmed.

When it comes to "business casual," timeless is best. Cuff links are generally not required for the business-casual look. Often, a pair of pressed flat-front khakis and a sport coat or sweater will suffice, but you'll still need to retain a bit of a formal look. Keep in mind that you should dress more formally for the interview than you would for the job itself.

- ✓ Stick to dress pants, button-down shirts, black or brown leather shoes and a matching belt. This will ensure a polished, professional, business-casual ensemble.
- ✓ Layer a sweater with a button-down shirt for the most dependable business casual look.
- ✓ Find a full-length mirror to check your final look.
- ✓ Remember, no denim!

Tie should coordinate with the color of your shirt. A small, conservative pattern is okay.

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Shirts should always have collars. A solid color is recommended.

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For colors, think shades of brown, beige, olive or gray.

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Finish your outfit with black or brown formal shoes.

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### Business Casual