

Professional Attire

What you wear says a lot about you as a professional. This card provides some general guidelines, but be sure to research standards and dress in a manner appropriate to your workplace and industry.

GENERAL APPEARANCE

Hair and facial hair should be well-groomed and trimmed.

Whether worn up or down, hair should be kept away from the face, so you can be seen clearly.

If wearing makeup, apply conservatively and aim for a natural, polished look.

BUSINESS CASUAL

Ties are generally not required in a business casual setting, but check standards in your desired industry.

Wear a dress shirt or sweater and slacks. Solid, muted colors are preferable to detailed prints or patterns.



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BUSINESS PROFESSIONAL

Wear a coat and tie, skirt, dress, or pantsuit. Skirts and pantsuits should be a neutral color such as gray, tan or navy. Suits should be darker colors: black, gray, navy blue.

Skirts and dresses should sit at or below one inch above the knee, no shorter.

Closed toed flats, dress shoes or shorter heels recommended.

Dress shoes should be as dark or darker than your pants. Always wear dress socks, never white or athletic socks. Flats or heels should be a neutral color.

