Dress for Success

*Business Casual* is appropriate for some work environments and responsibilities. While this type of attire is too casual for nearly all interviews, you may discover it’s the day-to-day attire after you’ve landed the job or internship. Observe others in the office during your first week or ask your new supervisor and/or human resources representative about the dress code. If ever you’re uncertain, err towards business professional.

**Attire**
- Collared button up shirt with a white undershirt underneath or a collared knit polo shirt
- Dark or khaki pants (no jeans)

**Shoes**
- Leather (no sneakers or flip flops)

**Belt**
- Leather with a simple buckle in a color that matches shoes

**Socks**
- Dark to match pants

**Grooming**
- Conservative, short haircut
- Clean shaven
- Trimmed nails
- No facial/body piercings
- Cover tattoos if possible

**Hygiene**
- Fresh breath (use a mint not gum)
- Apply deodorant
- Avoid cologne
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**Attire**
- Jacket, blouse, cardigan, or conservative top
- Dress pants or knee-length skirt (no jeans or leggings)
- Classic, knee-length dress (nothing low-cut or strapless)

**Shoes**
- Closed or open-toed shoes (no flip flops or athletic shoes)

**Grooming**
- Conservative hair style
- Trimmed nails either without polish or with subtle polish
- No facial/body piercings
- Cover tattoos if possible
- Conservative make-up
- Fresh breath (use a mint not gum)
- Apply deodorant
- Avoid scented lotions and perfume

**Accessories**
- Classic purse
- Simple jewelry