Business Attire
Dos and Don’ts

Do Wear

**Women:**
- Suit - black, gray, or navy
- Contrasting jacket and shirt
- Skirts should not be any higher than 2 inches above knee
- White or off-white blouse
- Solid-colored blouse or simple stripes
- Simple jewelry
- Neutral hosiery
- Black or dark brown clutch or small/medium purse
- Black, navy, or natural shades flats or heels (no more than a 1 ½-2 inch heel)

**Men:**
- Business suit (navy, charcoal, or gray)
- Dress pants (black, gray, navy, brown)
- Blazer/sports jacket
- Long-sleeved, button-down, light-colored shirt
- Conservative necktie – solids or very simply patterns
- Black or brown dress shoes
- Match shoe and belt color
- Neatly trimmed haircut/facial hair
Business Attire

Dos and Don’ts

Don’t Wear

**Women:**
- Ill-fitting skirts (short, tight, clingy, or slit)
- Perfume (Recruiters may be allergic)
- Sandals
- Too much jewelry – no long dangling earrings
- Open-toed shoes

**Men:**
- Cologne (Recruiter may be allergic)
- Loud ties (cartoon character, themed)
- Loafers or sports shoes
- Unusually styled hair
- Colorful or pattern socks

**Remember!**
- Cut off tags on new clothes
- Cut the X stitching off suit jacket backs and skirt backs
- Wear your hair in a way that you won’t fidget with it
- Trim facial hair/clean neat beard

Differences in Terminology

**Casual wear:** solid colored t-shirt, khakis/nice jeans, polo shirt, flats/loafers

**Business Casual:** Khakis, collared button down shirt, dress pants, fashionable top, dress shoes, simple skirt

**Business Dress:** suit and tie, skirt, button up shirt, blazer, dress shoes, flats or heels