

Dress for Success

Dress for success in an interview, at your internship and on the job

First impressions are made in a few seconds. Here are some tips on selecting an outfit for success.

- Try on your outfit ahead of time.
- Interview shoes should be comfortable enough to wear for several hours as you may be walking, sitting or standing depending on the style of your interview.
- Be sure after each wearing your outfit looks clean and freshly pressed.
- Visit the Amica Center for Career Education's **Pinterest** site to view some examples of successful outfits.

WOMEN

- simple, tailored suit in dark color (skirt or pant is acceptable)
- dress/skirt & jacket in matching combination
- simple, light colored blouse (NOT low-cut—showing cleavage is inappropriate)
- natural fabrics - wool/wool blend, cotton and silk
- conservative colors - blue, gray, beige or black
- avoid loud or flashy styles and colors and dangly earrings
- use makeup and perfume sparingly, manicured nails
- polished, low-heeled pumps, flesh colored stockings (no bare legs)
- long hair should be pulled off face
- portfolio or briefcase

MEN

- tailored suits in navy, gray, dark brown, pin stripe
- light colored, long-sleeved button down shirt (white, light blue, light yellow)
- natural fabrics - wool/wool blend for the suit, cotton for the shirt, silk for the tie
- dark, polished business shoes and over-the-calf dark socks (no white athletic socks)
- matching tie in low-key colors
- pants should always have a crease
- no cologne or earrings, clean shaven, neatly cut and combed hair, neatly trimmed nails
- portfolio or briefcase

WHAT IS BUSINESS CASUAL?

Business casual is crisp, neat, and appropriate. Avoid: tight or baggy clothing, t-shirts, jeans, short skirts/pants, flip-flops or sneakers.

For Men

Khaki, corduroy, gabardine, wool blends, flannel pants with more tailoring than Basic pants. Collared shirts, including button downs, small checks, plaids, end-on-end fabrics. Casual jackets, pullover sweaters in fine-gauge knits, cardigan sweaters, woven or knit vests. Casual ties - wool, knit or challis (not silk) in a geometric, club pattern or plaid. Thin or medium leather or rubber sole shoes.

For Women

Tailored (solid or subtle pattern) pants with a fitted waistline in cottons, corduroy, wools, silks, microfibers. Skirts (short or long) in gabardine, linen-blends, flannel, challis. Tops can be woven or knit. Tailored shirts, blouses, shells, high-quality T-shirts, fine-gauge sweater knits. Knit dresses, jumpers. Casual jackets - unlined, unstructured, cardigans, knit jackets, vests - knit or woven. Scarves. Leather flats or trouser shoes.

MATCH THE ENVIRONMENT

Make sure you research the organization, where you will interview or work, ahead of time and find out what people wear to the office. It is possible to be too dressed up. Rule of thumb: always dress a "step up" from the everyday norm.