**For Women**

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| **SUITS*** Choose a solid-colored suit in a conservative style. Navy, black, and dark gray are best for most industries.
* For versatility, consider buying a suit that has a jacket with both matching pants and skirt or dress.
* Jackets may be single or double breasted; short or long. Choose styles that looks best on your body. Avoid flashy buttons or trim.
* Knee-length skirts are most appropriate. Skirt should be no higher than 2" above the knee. Test fit by sitting down.
 | **SHOES** * Basic pumps (no higher than 2" – 2½" heels)
* Black, navy, or neutral colors for shoes
* Make sure leather shoes are well-polished.
* Make comfort a priority and practice walking ahead of time.
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|  **STOCKINGS** * In more conservative industries, wear stockings.
* Make sure there are no runs in your stockings and carry an extra pair in your bag in case of emergency.
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| **TOPS*** Tailored blouses in solid colors are best.
* Look for fabrics that resist wrinkling and staining. Washable fabrics may be best.
* Avoid sleeveless tops if you plan to take off your jacket.
* A silk or fine-gauge wool sweater shell can replace a blouse.
 | **ACCESSORIES** * Limit jewelry to two pieces at most.
* Scarves are an inexpensive way to change an outfit’s look.
* Carry a neat bag, such as a briefcase or structured tote that matches your shoes. Avoid having multiple bags (e.g. purse, briefcase, etc.). Don't carry your backpack.
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**For Men**

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| **SUITS** * Conservative single-breasted, two- or three-button jacket
* Jackets can be with or without a vent, but avoid two-vent jackets.
* Choose dark, solid colors—black, dark gray, charcoal, or navy in a tightly woven fabric. In some industries, olive, pin-stripes, or glen plaid may work. Avoid flashy or showy fabrics.
* Make sure your suit is altered to fit properly—sleeves should break just below your wrist.
* Have your suit pressed to keep it looking crisp.
 | **SHIRTS** * Purchase at least two good-quality dress shirts for interviewing. Once you have the job, buy more (7-8).
* White or light blue wrinkle-free cotton is a good shirt choice. Avoid polyester or polyester blend shirts.
* Collars should be stiff but comfortable (too loose looks unprofessional; too tight, you’ll feel like you’re choking).
* If buying a shirt with a pointed collar, be sure that it has collar stays.

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| **TIES** * Purchase at least two good-quality silk ties. Once you have the job, expand to seven or eight.
* Colors should work back into your suit or work well with the shirt. A simple pattern is best for interviews.
* The tie should end at your belt line.
* Use a double Windsor knot to minimize a bulky appearance.
 | **SHOES** * Have one pair of basic black or brown shoes.
* Always keep your shoes polished and well-maintained.
* Wingtip shoes are more conservative. Lug or platform soles are not as professional. Ground-down soles are out!
* Make comfort a priority.
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| **SOCKS** * Match your socks to your suit, shirt, or tie.
* Solid colors are better. Black or navy is best.
* Socks should be high enough so no skin is visible when you sit down and cross your legs.
 | **ACCESSORIES** * Belts should match shoes.
* Limit jewelry to watch and wedding ring.
* Carry a neat, matching briefcase or padfolio. Avoid backpacks.
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