**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. |
| **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. |
| **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. |

**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. |
| **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. |
| **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. |