

# **DRESS FOR SUCCESS!**

## **Century College Career Services W2402 – 651-779-5774**

**“You only have one chance to make a first impression.”**

We've all heard that expression and believe it or not it is true in most cases, especially when it comes to a job interview. One purpose of an interview is to present yourself to a potential employer in a manner that reflects a professional and polished image. While you may want to stand out from the crowd, interview attire is not the way to do it! While professional dress and personal style may vary slightly, there are some main points to keep in mind no matter what job you are interviewing for or what work environment you are in. Here are the basics:

### **General Guidelines**

- Select apparel, fragrances, jewelry, hairstyle, etc. that do not detract from your professional image
- Remove facial and body piercings other than single ear jewelry for interviews
- Visible tattoos should be covered to avoid distraction
- Apparel should be clean and neatly pressed
- Apparel should fit well and remain in place when sitting and/or walking
- Less is more. Keep your look simple
- Check the outfit for missing buttons, frayed cuffs and other needed repairs
- Scent should be low-key or absent
- Blue is a very good interview color. It conveys trust, calm and confidence and is the favorite color of most Americans!
- Clean and polish your briefcase or purse
- Shoes should be comfortable and polished. Shoes that are well cared-for signal “Attention to detail”.
- A winter coat should be cleaned and pressed
- An umbrella should be in conservative colors and in working order
- Bring a pen and paper, make sure that the pen works and doesn't leak
- Allow time to dress with care and deal with any emergencies that may arise
- Smile!

### **Women**

- Solid color, conservative suit (skirts are traditionally knee-length but slightly shorter or longer are also acceptable)
- Coordinated blouse
- Moderate shoes
- Limited jewelry, nothing flashy, real is better than fake, don't accessorize too much
- Neat, professional hairstyle
- Tan or light hosiery
- Light on the make-up and perfume
- Manicured nails
- Portfolio or briefcase

### **Men**

- Solid color, conservative suit (dark suit/light shirt)
- White long sleeve shirt
- Conservative tie (low key colors)
- Dark socks, professional shoes
- Very limited jewelry
- Neat, professional hairstyle
- Go easy on the aftershave
- Neatly trimmed nails
- Portfolio or briefcase