

Quick Tips on *Dress for Success*

When going on a job interview or to a professional conference, make sure to pay close attention to the details of how you're dressed and how you present yourself to the professional world. Paying attention your personal appearance and hygiene, demonstrates a commitment to detail in your overall personality and work situations.

Remember, you only get one chance to make that first and lasting impression!

WOMEN:

- avoid large, gaudy, or too much jewelry; wear one ring, one pair of earrings, etc.
- no body-piercing jewelry
- clean, manicured nails; avoid chipped nail polish...all or none; use neutral colors and no designs
- moderate make up - don't go overboard
- no perfume - the interviewer may have an allergy
- clean, unscuffed shoes
- consider heel size, keep walking and comfort in mind
- no runs in pantyhose
- keep your hair style neat
- matching purse, shoes, and belt

MEN:

- clean shaven, a groomed beard or mustache
- clean, manicured nails
- no cologne
- clean, matching socks (they'll show when you sit down) that are long enough to cover your legs when you cross your legs
- neat, combed hair
- a nice tie, shoes, and belt

CLOTHING SHOULD:

- be clean, pressed, and fit well
- be comfortable to sit, walk, and stand in (there may be a tour involved)

- be two steps above what is expected daily on the job
- be conservative and classic
- women should always wear a skirt or dress that is at the knee or one inch above; pants are still questionable
- men should always wear a shirt, tie, and jacket
- do not remove your jacket during an interview

WHAT ELSE TO BRING:

- a good pen/pencil
- a leather bound notebook or attaché with paper for notes
- a spare copy of your resume
- good posture and poise
- a smile

MISCELLANEOUS POINTERS:

- turn off your pager and/or cellular phone
- plan enough time for the interview so that you don't have to rush
- arrive **EARLY**, do a trial run if you aren't familiar with the area
- always shake someone's hand when being introduced
- think twice about accepting a beverage during an interview even if the interviewer offers or is drinking one her/himself
- check your appearance before you enter an interview; bring grooming supplies; you may need, hair spray, spare pantyhose, or breath spray
- never chew gum



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