



# Ready Reference G-14 Professional Dress

Students tend to misunderstand the term business casual and business professional, believing that business casual is more casual clothing than business clothing. This is incorrect, when you think business casual you should like more business than you do casual. Below we will explore the difference between business casual and business professional and discuss several different situations in which you might need to dress in the correct one.

## A Few General Tips

- Be clean and use unscented deodorant liberally.
- Arrive early. In a restroom, check your clothes, hair, hands and nails, and face: corners of eyes, nose, and teeth. Carry and use a travel mouthwash.
- Keep jewelry conservative.
  - For men, a good quality watch with a metal or leather strap and one ring on your ring finger is acceptable.
  - For women, a good quality watch with a metal or leather strap, one pair of small earrings, preferably studs, and a matching necklace is acceptable. One ring per hand is permissible, preferably on your ring fingers.

Any evidence of body piercing should be removed, with the exception of a single earring in each ear for women.

- Hair should be neat and recently cut. Facial hair should be cleanly shaved.
- Nails should be neatly manicured. Women should avoid overly long nails and should keep nail polish colors simple, preferably clear and un-chipped.
- DO NOT wear scents: wear unscented deodorant and do not wear cologne, aftershave, scented hairspray, or perfume.
- Women's make-up should be light and simple, and appear as natural as possible.
- Carry breath mints with you, but don't use them during the interview. DO NOT chew gum
- Glasses should not be tinted. It is important for an interviewer to make eye contact with



## Business Professional

### Men

Business Professional is very important in the situation which it is call for so make sure that you are dressed properly

#### Do's

- Full suit (well-tailored)
- Dress shoes
- Tie (not too many colors, or logos)
- Belt
- Button up shirt

### Women

It is important that ladies do not wear to much perfume or make up, you want to look professional not pretty.

#### Do's

- Full suit (tailored)
- Dress Heels
- Button up shirt
- Dress shirt
- Pantyhose

## Business Casual

### Men

Business casual is usually confused with casual and might be more like professional dress to the untrained eye.

#### Do's

- Slacks
- Button Up shirt
- Dress shoes
- Belt
- Tie
- Polo
- Jacket

#### Don'ts

- Jeans
- T-shirt
- Tennis shoes
- Hat

### Women

Business casual for ladies is a little different for men. It is important that clothes are not too tight. You should be able to sit down and stand up easily, also it is important that skirts are not too short. This means that skirts go all the way down to the knee or even past it.

#### Do's

- Skirt (past the knee)
- Cardigan
- Button up shirt
- Slacks
- Dress shoes

#### Don'ts

- Sleeveless shirts
- Short skirts
- Tight pants
- Jeans
- T-shirt