Professional Attire
Women
Business Professional

Suit
- Avoid trendy styles
- Jacket sleeve length should fall ½ inch below wrist
- Neutral Colors: black, grey, brown, navy

Pants
- Pants are good for site visits
- Capris and cropped pants are not appropriate

Skirt
- Skirts should be knee length and not too tight
- Avoid high slits

Shirt
- Blouse or camisole
- Preferred colors are white or light colors
- Cleavage should not be showing

Shoes
- Avoid open toed shoes or sandals
- Wear basic pumps with a low heel, 1-2 inches high
- No stilettos or platforms
- Wear neutral hosiery or trouser socks

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Women
Business Casual

- Dress pants or khakis are acceptable
- Avoid capris

- Should be knee length and not too tight
- Avoid high slits

- Blouse
- Sweaters including knit sweater sets and cardigans

- Avoid open toed shoes or sandals
- Heels or flats are acceptable

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Men
Business Professional

- Suit should be solid or have subtle pinstripes
- Jacket should be buttoned while standing and unbuttoned while seated
- Avoid double breasted jackets
- Neutral Colors: black, grey, navy, brown

- Jacket and pants must match
- The pant leg should touch the front of the shoe and fall above the heel in the back

- Conservative colors are most appropriate
- Length: tie should reach your belt

- White or muted shirt with collar
- Long sleeves
- The sleeve of shirt should extend ½ inch beyond the suit jacket sleeve

- Polished, leather shoes
- Wear dark socks that match shoes and are calf length

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# Men

## Business Casual

<table>
<thead>
<tr>
<th>Section</th>
<th>Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jacket</td>
<td>• A sports coat without a tie</td>
</tr>
<tr>
<td>Pants</td>
<td>• Khakis</td>
</tr>
<tr>
<td></td>
<td>• Solid color slacks</td>
</tr>
<tr>
<td>Tie</td>
<td>• Tie may be worn with long sleeve collared shirt</td>
</tr>
<tr>
<td></td>
<td>• Conservative colors are most appropriate</td>
</tr>
<tr>
<td>Shirt</td>
<td>• Shirt with collar</td>
</tr>
<tr>
<td></td>
<td>• Sweater</td>
</tr>
<tr>
<td></td>
<td>• Polo Shirt (this is more casual, appropriate for outdoor or hot</td>
</tr>
<tr>
<td></td>
<td>temperatures)</td>
</tr>
<tr>
<td>Shoes</td>
<td>• Oxfords or loafers</td>
</tr>
<tr>
<td></td>
<td>• Wear dark socks that match shoes and are calf length</td>
</tr>
</tbody>
</table>

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Women

Accessories

Jewelry
- Should be simple - avoid big, dangly earrings
- Wear only one pair of earrings
- Maximum of one ring per hand

Handbags
- You may use a small and simple purse or professional bag
- No backpacks or large purses

Men

Jewelry
- Be conservative with watches and other jewelry
- Earrings might not be viewed positively
- Match belt to shoes

Handbags
- You may use a small and simple purse or professional bag
- No backpacks or large purses

Other Tips
- All clothes should be neatly ironed
- Suits usually have tacking stitches to hold vents in place before purchase; make sure these are removed
- You should also carefully inspect for dangling threads, lint, and missing buttons
- Tattoos and piercings (other than ears) should be covered
- Bring a portfolio with copies of your resume, transcript, a notepad, pen, and your list of questions for the employer

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