

## **DRESS CODES**

### **Interview, Professional & Business Attire**

#### **Women**

- Solid color, conservative suit
- Coordinated blouse
- Moderate shoes
- Limited jewelry
- Neat, professional hairstyle
- Tan or light hosiery
- Sparse make-up & perfume
- Manicured nails
- Portfolio or briefcase

#### **Men**

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

### **Business Casual Attire**

#### **Women**

- Khaki, corduroy, twill or cotton pants or skirts, neatly pressed
- Sweaters, twinsets, cardigans, polo/knit shirts
- Solid colors work better than bright patterns

#### **Men**

- Khaki, gabardine or cotton pants, neatly pressed
- Cotton long-sleeved button-down shirts, pressed, polo shirts or knit shirts with a collar
- Sweaters

- Leather shoes and belt
- Tie optional

### **What Not to Wear**

Regardless of gender, when the dress code is business casual it's not appropriate to wear your favorite old t-shirt, ripped jeans and antique sneakers. Keep in mind the "business" part of business casual, and leave your old comfortable clothes at home.

### **Cocktail Attire**

#### **Women**

- Black/Dark Dresses (hems mid-thigh to one inch below the knee)
- Pants Suits (ankle length hems)
- Dress Suits (not business suits)
- Hair and make-up should be appropriate to the time of day (typically early evening)
- Simple elegant accessories

#### **Men**

- Dark Suits
- Dress Shirt
- Tie
- Dark Socks, dress shoes