

ADDITIONAL TIPS & SUGGESTIONS

	Men	Women
Hair	Well-groomed hair; completely shaven face or well-groomed beard	Well-groomed; out of face; conservative styles
Nails	Neat and trimmed; no polish	Neat and trimmed; neutral or soft colored polish
Clothing Items & Shoes	Socks match color of pants; clean, polished shoes	Items should fit appropriately; clean, polished shoes; heels not above 2.5"
Accessories/ Make-up	Conservative watch; no excessive jewelry; simple buckled belts	Conservative jewelry (avoid noisy/distracting types); no heavy make-up (neutral colors)

- Always opt for a suit even in a non-suit working environment; if in doubt check with professionals or professors within the industry for clarification on proper interview dress
- Bring a padfolio, or portfolio; avoid wearing backpacks or purses
- Make sure that your clothes are neatly pressed and lint-free; check for crooked ties, missing buttons, and tags or stitching that should be removed before wearing
- Take off sunglasses, headphones, or any "transit gear" before entering the interview site
- Avoid exposed tattoos, excessive jewelry, piercings, or unnatural hair color/styles
- Have clean/fresh breath; do not chew gum in an interview
- Avoid strong cologne, aftershave, or perfume scents



Schedule an appointment through Coach Connect



Local Shopping Destinations & Services

Kohl's / Target	Clothing (Men/Women)	\$
Macy's / Dillard's	Clothing (Men/Women)	\$\$
Jos. A. Bank / Ann Taylor	Clothing (Men/Women)	\$\$\$
Expert Lee's Custom Tailors (718 Brazos St. 78701) 512.480.0046	Tailoring/Hemming Services	N/A
My Cleaners & Alterations (3100 Guadalupe St. 78705) 512.464.9500	Tailoring/Hemming Services	N/A
Amazon.com, Office Max, Walmart	Padfolio, Portfolio,	Range of prices



DRESSING FOR AN INTERVIEW

A how-to guide to looking your best for an interview

What you wear matters!

Dressing for an interview is just as important as creating a tailored resume and perfecting your interview skills. When meeting an employer or professional school admission representative for the first time, it is crucial to make a good first impression. These first impressions show that you have taken the extra step to polish your professional image and that you are a serious candidate. Use this guide to help you dress for an interview, and it will take you one step closer to landing that job, internship or professional school admissions!

Dressing professionally can:

Demonstrate respect for a potential employer or admission committee

Leave a lasting impression on an employer or professional school

Prove that you are serious

Boost your self-confidence



WOMEN



Women's Business Professional

Items: suits (jackets, pants, skirts, blouses)

Suggested colors: black, navy, dark grey, dark brown (suits)
white, ivory, solid color (shirts)

Suits, jackets, pants, and skirts should match in color;
shirts/blouses may be different colors

Jackets should be long-sleeved

Shirts/blouses should be plain without design; with sleeves

Shoes should be closed-toe and match clothing colors
(suggested colors: black, navy, dark grey, neutral)

Quick Tips for Women:

- Avoid gapping buttons, low-cut shirts, and revealing fabrics
- Try sitting in your dress/skirt before wearing to ensure proper length
- Pants should not drag on ground; hem if needed
- Try on heels before wearing; opt for comfortable height and style
- Business casual can be translated differently depending on industry
- Standard rule of thumb: Keep clothing neutral and classic!

Women's Business Casual

Items: jackets/blazers, pants, skirts, blouses, dresses, shirts, sweaters

Suggested colors: more color is acceptable; refrain from loud colors or patterns

Jackets, pants, and skirts don't necessarily need to match

Sweaters and blouses with subtle prints/patterns may be paired with skirts and pants

Closed-toe shoes (flats, heels, wedges) in neutral colors



Men's Business Professional

Items: two-piece suits (jacket, trousers, tie, button-down shirts)

Suggested colors: black, navy, dark grey, dark brown (suits)
white, light blue (shirts)

Shirts should be collared, long-sleeved, and button-down

Jacket and trousers should be the same color

Wear polished, leather shoes and calf-length socks that match shoe color (suggested colors: black, navy, dark grey)

Belt should match shoe color



MEN

Quick Tips for Men:

- Quality silk ties are suggested; avoid flashy colors/patterns
- Suits should fit appropriately (trousers should not drag on ground; suit jacket should not extend past knuckles)
- Hem clothing if needed
- Business casual can be translated differently depending on industry
- Standard rule of thumb: Keep clothing neutral and classic!

Men's Business Casual

Items: slacks, khakis, blazers, sport coats, v-neck sweaters, button-down or polo shirts

Jackets and pants don't necessarily need to match; acceptable to wear more color

Shirts should be collared and button-up; refrain from loud colors or patterns

Shoes should be leather; can be loafers, oxfords, or lace-up

Belt should match shoes; a tie is optional

