



STEPHEN F. AUSTIN
STATE UNIVERSITY

Center for Career and
Professional Development

BUSINESS PROFESSIONAL

of another person's perception of you is based on
how you look. - Kim Zoller, Image Dynamics

55%

Hygiene

- Shower & wash your hair
- Choose a simple hairstyle
- Brush your teeth, floss, & use mouthwash
- Trim your nails
- Use deodorant; avoid strong perfumes/colognes

Women

- Wear minimal make-up

Men

- Shave; trim & brush facial hair

Suit

- Matching jacket & bottom
- Dark colors: navy, dark or charcoal
- Clean, tailored and freshly pressed
- Empty pockets to avoid any bulging/jingling of coins

Women's Wear

- White/cream dress blouse; cotton/silk fabric
- Opt only for full-length pants or knee-length skirt/dress
- Tan, light taupe navy/black hosiery
- Clothing should fit comfortably

Men's Wear

- White/pastel long-sleeved collared cotton button-up shirt
- Undershirt
- Patterned tie that complements suit & shirt
- Tie should reach your belt line; preferably silk/high quality
- Trousers long enough to cover socks

Shoes

- Polished leather dress shoes

Women

- Closed-toe shoes; heels up to 1 to 2 inches; matches suit

Men

- Black, cordovan or brown classic lace-up shoes; matches your belt
- Dark socks that match your suit

Accessories

- Turn off cell phone
- Cover up tattoos
- Confidence & enthusiasm!

Women

5 conservative pieces:

- Watch, 1 pair of earrings, ring & necklace

Men

2 conservative pieces:

- Watch & ring