



STEPHEN F. AUSTIN
STATE UNIVERSITY

Center for Career and
Professional Development

BUSINESS PROFESSIONAL

55% of another person's perception of you is based on how you look."

— Kim Zoller, Image Dynamics

Hygiene

- Shower & wash your hair
- Choose a non-distracting hairstyle
- Brush your teeth, floss, & use mouthwash
- Trim & clean your nails
- Use deodorant; avoid perfumes/colognes
- Wear minimal make-up
- Shave, trim & brush facial hair

Suit

- Matching jacket & bottom piece
- Neutral colors (black, gray, beige, navy)
- Clean, tailored and freshly pressed
- Empty pockets to avoid any bulging or jingling of coins

Shirt or Blouse

- Long-sleeved shirt with a collar
- Neutral colors (white, black, beige, gray)
- Tie should reach your belt line; preferably silk/high quality
- Clothing should fit comfortably
- Avoid tight or baggy fit
- Wrinkle-free/clean
- Conservative; no frills

Pants or Skirt

- Full-length pants or knee-length minimum skirt/dress
- Neutral colors (black, gray, navy, brown, beige)
- Patterned tie that complements suit & shirt
- Trousers long enough to cover socks
- No jeans or leggings
- Avoid tight or baggy fit

Shoes

- Polished leather dress shoes of neutral color
- Closed-toe shoes; up to 2 inch heel; matches suit
- Black, cordovan or brown classic lace-up shoes; matches belt
- Avoid wearing brand new shoes that may be uncomfortable
- No sandals

Accessories

- Turn off cell phone
- Cover up tattoos
- Conservative hosiery (tan, light taupe, or navy/black)
- Dark, calf-length socks that blend with attire
- Belt that matches shoes & outfit
- **Up to 5 pieces of jewelry:**
- Watch, 1 pair of earrings, ring & necklace