

BUSINESS PROFESSIONAL

- Tailored suit or sports jacket, typically in dark colors
- Collared dress shirt
- Tie
- Belt and shoe color should match
- Tailored suit or dress pants
- Dress shoes with dark socks



- Tailored suit jacket or blazer
- Conservative jewelry
- Tailored suit pants, slacks, knee-length dress or skirt
- Low heels or dress flats



VS

BUSINESS CASUAL

- Jacket or cardigan optional
- Blouse with sleeves and conservatively cut, polo or knit top
- Khaki or dress pants or finger-length skirts or dresses
- Flats or low heels



- Jacket, vest or pull-over sweater optional
- Collared, tucked in shirt (button down or polo)
- Khaki or dress pants
- Belt color should match shoes
- Leather shoes



Always have a well-groomed hairstyle and unwrinkled clothing

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WHAT NOT TO WEAR

FOR BUSINESS PROFESSIONAL EVENTS AND INTERVIEWS

- Excessive makeup or jewelry
- Tight or revealing clothes
- T-shirts, tank or halter tops
- Flashy accessories
- Ruffles, lace or shiny fabric
- Sunglasses and hats
- Jeans
- Shorts, ripped pants or pants with baggy pockets
- Athletic attire
- Stained or wrinkled clothing
- Sandals, sneakers or flip flops

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PROFESSIONAL DRESS

Tips

••••• PREP WORK

pick out your outfit early (not the morning of)
make sure all clothes are ironed and look neat
break in any new shoes before event
practice tying a tie (YouTube helps)
start collecting professional clothing a little at a time
visit the CCPD Career Closet if you need items

••••• HYGIENE

shower & wash hair
brush teeth & use mouthwash
trim & clean nails
use deodorant & avoid strong perfumes or colognes

••••• ACCESSORIES

turn off and put away your cell phone
belt and shoes should match
wear dark colored socks
minimal jewelry and other accessories
bring a portfolio or folder with printed
copies of your resume

••••• OVERALL LOOK

clothing should compliment one another
consider more neutral color pallets
shoes should be scuff-free and coordinate with outfit
recommend low heel & no tennis shoes
clothing should fit comfortably; avoid very tight or
very baggy clothing
recommend slacks over jeans
Never wear shorts, leggings or pants with holes
Skirts are typically knee length or longer
if you are unsure if an outfit is professional, ask a friend
or visit the CCPD

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