**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

**BUSINESS CASUAL**

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

**VS**

- 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

Always have a well-groomed hairstyle and unwrinkled clothing

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**STEPHEN F. AUSTIN STATE UNIVERSITY**
Center for Career and Professional Development
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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STEPHEN F. AUSTIN STATE UNIVERSITY
Center for Career and Professional Development
**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

**OVERALL LOOK**
- Clothing should complement one another
- Consider more neutral color palettes
- 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

**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