



DRESS FOR SUCCESS

Up to 93% of all communication is non-verbal. What do your clothes say about you? The guidelines below will help you dress for the job you want and maintain a professional image in the workplace.

General Recommendations

- **Keep it well-groomed:** Hair should be out of eyes and facial hair neatly trimmed or clean shaven. No chipped or dirty nails.
- **Keep it natural/subtle:** Makeup should be light and nail polish subtle. No chipped nail polish or extra-long nails. Accessories should be minimal. Nothing overly flashy, dangling or layering.
- **Avoid strong smells:** No body odor, bad breath, cigarette smoke, perfumes/colognes (but do use deodorant).
- **Avoid showing excessive skin:** Ripped jeans, shorts, low-cut tops, miniskirts, flip flops, etc. Consider keeping body piercings and tattoos covered.
- **Wear clothes in good condition:** No holes, lint, stains, pet hair, wrinkles or scuffed shoes. Looking for affordable business attire or need a wardrobe update? Visit Hope's Closet at Tri-C. For more information, contact Kendra.Willis@tri-c.edu.

The Virtual Interview

- **Wear neutral colors** (black, tan, grey, navy, brown or olive). You don't want your outfit to distract from your words.
- **Contrast with your background.** For example, if there's a white wall behind you, don't wear white and fade into the background.
- **Dress professionally on the top and bottom.**
- **Wear slightly more makeup on camera** to avoid looking washed out.
- **Test your lighting beforehand.** Ensure the majority of the light is coming from in front of you to create the clearest picture from your webcam.
- For more virtual interview tips, visit www.tri-c.edu/careerservices.

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Example Attire

The In-Person Interview

Depending on the company's culture and position you're applying for, you'll want to choose either Business Professional or Business Casual attire. Research the company's dress code to determine which is right for you.

Business Professional

(Formal industries and roles)



- Suit jacket, pants/skirt and/or dress
- Solid neutral colors
- Solid or small pattern tie
- Closed-toe dress shoes (low heel)

Business Casual

(Less formal industries and roles)



- Dress pants, collared shirts, polos, khakis
- Knee-length skirts, dresses
- Blazers, dress shirts, sweaters, cardigans
- Ties optional (align with company standards)
- Flats, dress boots, closed-toe shoes

Essential Items for In-Person Interviews

- Extra copies of your resume
- Padfolio and pen to take notes
- Laptop bag/work bag
- Wallet
- Cell phone turned off and stored away

