

PROFESSIONAL ATTIRE & ATTITUDE

As you prepare to make a positive first impression, it is important to be aware of your attire and attitude. Use the guidelines and tips below.

Appearance

- Hair: Clean, dry, and neatly styled
- Nails: Clean, trimmed, neatly manicured
- Cosmetics: Makeup should be polished
- Perfume/Cologne: Use very little, clothes should be odor and smoke free

Professional Attire Guidelines

- Outfit
 - Suit (tie)
 - Dress pants and blazer
 - Dress pants and sweater/button up
 - Dress pants and blouse
 - Skirts and dresses that are at or below the knee
- Shoes: Professional, comfortable, and in good condition
- Accessories:
 - Nice bag or padfolio/folder to carry resumes and take notes
- Details: Don't forget to remove tags, suit tacking stitches, loose threads, lint etc.
- What to avoid:
 - Jeans, sweatpants, t-shirts
 - Ripped or stained clothes
 - Tight fitting or baggy clothes
 - Baseball or stocking caps
 - Chewing gum

Attitude

- Have a positive attitude
- Be open minded to new ideas
- Be confident in your skills and abilities
- Ask questions