

Professional Dress Tips for Women

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Interview / Business

Business Casual *

SUIT

- Jacket arms hit right below the wrist bone when arms are down
- Seams hit the outer edge of your shoulder
- Buttons (one or two) should not be pulling across the waist
- Back fits slim and straight while arms are down, shouldn't pull when arms are up
- Colors: black, charcoal grey, and navy
- All Finance related events require interview / business dress
- *Brands: Tahari, Banana Republic, Theory*
- Use judgment on the color (i.e. cream or slate grey), and stay away from colors that are too vibrant (pink, red, powder blue)
- Marketing events can be more colorful, primarily with accent pieces
- Do not wear business casual unless specified
- Jeans usually aren't "business casual"!
- *Brands: Ann Taylor, Calvin Klein*

SHIRT

- White shirts are the safest and most conservative
- Depending on the industry, you can wear cream or French-blue shirts without patterns
- Collars stay inside the jacket
- Tuck into pants or skirt
- Jacket should be longer than shirt hem
- *Pro tip: Silk shirts do not wrinkle*
- Okay to not wear a jacket in business casual settings
- Use good judgment when considering sleeveless shirts - generally safer to cover the shoulders
- Avoid wearing anything too tight or too revealing

SKIRT / DRESS

- Length right above knee (no higher!)
- Should not pinch or bunch anywhere when standing
- Skirts should fit no more than 2 fingers in the waistband
- Back slits should be professional (i.e. Not more than a few inches and with no bows)
- Pull out any threads that "closed" the slit with an X
- Dresses should be solid colors (no patterns) in black, navy, grey, or neutral tones

SHOES

- Conservative CLOSED-TOED pumps with heels no higher than 2.5" - 3.0"
- Clunky heels are not acceptable
- Flats are acceptable if pants reach an appropriate level
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- Avoid anything with bows, sequins, or extremely bright colors

MISCELLANEOUS

- **Hair:** Tame, clean, brushed, and professional; If it's a humid day wear hair up
- **Handbag:** Choose one that's black or tan, structured, with few embellishments
- **Pantyhose:** For conservative firms, go with neutral shades that match your skin tone
- **Jewelry:** Keep it simple and petite, such as small studs; If you have multiple piercings wear only one pair; Small bracelet or watch is acceptable, as is one small necklace
- **Nails:** When in doubt, use clear or neutral polish and keep them clean
- **Makeup:** Browns, roses, and beiges
- **Perfume:** Should be generally avoided
- DO NOT mix-and-match suit separates! Be sure the jacket and pants/skirt are the same color and made of the same fabric!

**Keep your dress simple and professional
Let your talents, not your clothes, impress recruiters!**

* Smart casual is generally a combination of casual and business casual, which you combine into a "smart" ensemble. Look sharp, stylish, and put together.

DON'TS

