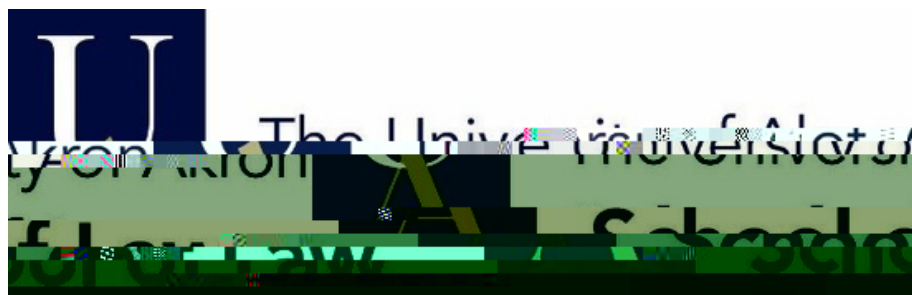


D E F CCE



DRESS FOR SUCCESS

BUSINESS CASUAL

It is a good rule of thumb to err on the *business* side of business casual. By dressing in a clean and neat manner, you present yourself as a good representative of your employer. It is important to be “business ready” and to always have a suit jacket and/or tie in your office for a last-minute meeting or invitation to attend court proceedings. If you have any doubt about the employer’s rules for business casual dress, ask the recruiting office or the human resources professionals for a copy of the office’s policy; if working in a smaller office, ask your supervisor or other attorneys. The following are general business casual dress tips:

- **Slacks or Skirts:** Wool gabardine, chino, or corduroy slacks. Skirts should fall to the knee while standing. Despite being slightly more casual, slacks and skirts must still be crisp and wrinkle-free.
- **Shirts:** Collared shirts in solid colors or tasteful patterns are ok. You may keep the collar open under a sports coat, blazer, or sweater, and a tie is not necessary. Blouses can be more colorful but should still be cut conservatively.
- **Sports Coats or Blazers:** In some cases, you may want to wear a seasonally appropriate sports coat or blazer. A blazer or sports coat can be a part of your outfit or worn in lieu of an overcoat. Consider corduroy, cashmere, cotton, linen, or wool gabardine fabric.
- **Sweaters:** A nice crew or v-neck sweater in good condition can complement your collared shirt, and a cardigan goes neatly with a blouse. Be sure there are no loose threads and that it’s not pilling. You can take it to a dry cleaner to have it de-pilled.
- **Shoes:** You can follow the rules for business professional. However, you might also choose coordinating flats or loafers that match your ensemble.
- **Accessories:** For a first interview or an event that calls for Business Casual, still keep it simple, but feel free to pick accessories that show your personality.
- **Jewelry:** Again, less is more. Still, avoid wearing ankle bracelets or any other piercings than one per ear, but feel free to pick jewelry that coordinates with your clothes or that may be more stylish.
- **Bags:** Same as with Business Professional, choose a small and simple purse that has structure and in a color that coordinates with your ensemble. Keep to leather or finely woven fabric.
- **Briefcase or Portfolio:** It may not be needed but stick to the rules above.

General Tips for Any Business Setting

Hair, Nails and Facial Hair

Keep your hair clean, neat, and out of your face. Headscarves are appropriate in understated patterns or tones that match the rest of your ensemble. Nails should be groomed, neat, and clean. Avoid long uncut nails or bright nail polish. The clean-shaven look is always a winner. If you have facial hair, be sure it is properly trimmed and clean.

Cosmetics, Perfume, and Cologne

Keep makeup simple and natural looking. If you wear perfume or cologne, use sparingly or not at all.

Clothing Care

Taking good care of your suits and interview outfits will keep them looking good and lasting long. A well-taken-care-of suit will look sharp beyond the interviews and into your new job!

- **Dry Cleaning:** Have your suits, blazers, sports coats, skirts, slacks, and sweaters dry cleaned regularly. They can be pressed professionally, or carefully steamed at home.
- **Alterations:** Find a local tailor to handle any alterations to your clothing (we have some suggestions below). Most suits will almost surely need some adjustment to look their best on you. Many stores will include tailoring with the purchase of professional clothing, so take advantage of this offer!
- **Shoe Polish:** Polish your shoes regularly to keep them looking new. Polishing your shoes also makes them last longer!

What NOT to Wear

The list below includes items that should never be worn for an interview. They are neither professional nor smart!

- Sandals or athletic shoes/sneakers
- Athletic socks or white socks
- Low cut, tight, or poorly-fitting garments
- Short skirts
- Loud colors or fabrics
- Bare legs
- Shorts
- Capri pants
- Leggings
- Jeans
- Worn, threadbare, wrinkled, or outdated clothing.