Professional Attire
Women
Business Professional

Suit
- Avoid trendy styles
- Jacket sleeve length should fall ½ inch below wrist
- Neutral Colors: black, grey, brown, navy

Pants
- Pants are good for site visits
- Capris and cropped pants are not appropriate

Skirt
- Skirts should be knee length and not too tight
- Avoid high slits

Shirt
- Blouse or camisole
- Preferred colors are white or light colors
- Cleavage should not be showing

Shoes
- Avoid open toed shoes or sandals
- Wear basic pumps with a low heel, 1-2 inches high
- No stilettos or platforms
- Wear neutral hosiery or trouser socks

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## Women Business Casual

### Jacket
- You may wear a blazer or suit jacket with pants or skirt
- Trendier or casual suits are also appropriate

### Pants
- Dress pants or khakis are acceptable
- Avoid capris

### Skirt
- Should be knee length and not too tight
- Avoid high slits

### Shirt
- Blouse
- Sweaters including knit sweater sets and cardigans

### Shoes
- Avoid open toed shoes or sandals
- Heels or flats are acceptable

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Men
Business Professional

Suit
- Suit should be solid or have subtle pinstripes
- Jacket should be buttoned while standing and unbuttoned while seated
- Avoid double breasted jackets
- Neutral Colors: black, grey, navy, brown

Pants
- Jacket and pants must match
- The pant leg should touch the front of the shoe and fall above the heel in the back

Tie
- Conservative colors are most appropriate
- Length: tie should reach your belt

Shirt
- White or muted shirt with collar
- Long sleeves
- The sleeve of shirt should extend ½ inch beyond the suit jacket sleeve

Shoes
- Polished, leather shoes
- Wear dark socks that match shoes and are calf length

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Men
Business Casual

- **Jacket**: A sports coat without a tie

- **Pants**: Khakis
  - Solid color slacks

- **Tie**: Tie may be worn with long sleeve collared shirt
  - Conservative colors are most appropriate

- **Shirt**: Shirt with collar
  - Sweater
  - Polo Shirt (this is more casual, appropriate for outdoor or hot temperatures)

- **Shoes**: Oxfords or loafers
  - Wear dark socks that match shoes and are calf length
Accessories

Women

Jewelry
- Should be simple - avoid big, dangly earrings
- Wear only one pair of earrings
- Maximum of one ring per hand

Men

Handbags
- You may use a small and simple purse or professional bag
- No backpacks or large purses

Accessories

Other Tips

- All clothes should be neatly ironed
- Suits usually have tacking stitches to hold vents in place before purchase; make sure these are removed
- You should also carefully inspect for dangling threads, lint, and missing buttons
- Tattoos and piercings (other than ears) should be covered
- Bring a portfolio with copies of your resume, transcript, a notepad, pen, and your list of questions for the employer