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

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**Accessories**

**Women**

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

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

**Men**

- Be conservative with watches and other jewelry
- Earrings might not be viewed positively
- Match belt to shoes

**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

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