

Professional Dress Guidelines



First impressions and appearance matters. Dress in a way that does not distract from the message you are delivering, keeping in mind that simplicity is key.

Keep in mind that even if the engagement is conducted virtually, you should still dress professionally. It will put you in the professional mindset. Once you get a job, it is recommended that you ask your manager if there is a company dress code that may differ from the professional interview attire.

Review the guidelines below before any engagement with business professionals and remember to reach out to an academy teacher for clarification and help.

HYGIENE AND GROOMING

- Aim for a neat, clean look
- Clean and neatly style hair
- Keep any facial hair well-trimmed
- Brush and floss teeth
- Use deodorant and avoid heavy perfume or cologne
- Clean fingernails
- Wear no nail polish or choose a simple/classic color with no chips
- Wear minimum makeup, jewelry, and accessories
- Remove visible body piercings and cover tattoos (if possible)

PROFESSIONAL DRESS

- Match suit jacket and pants or skirt; or ensure colors are compatible
- Wear solid colors; dark blue, black, or gray are preferable; avoid anything too bright or flashy
- Clean and press pants; tailored and sit at the waist (a belt is preferable)
- Keep dress or skirt length brushing or below the knee when seated
- Clean and press shirt; collared long sleeves or blouse
- Wear hosiery in flesh tone or matching your shoes (if hosiery is desired)
- Wear socks that match; no athletic socks
- Wear dress shoes; heels should be 3 inches or less (if heels desired); no sling backs (avoid straps to avoid noise); no open toe
- Wear a tie; avoid novelty or bold patterns

BUSINESS CASUAL DRESS

- Clean and press casual slacks (e.g. khaki pants)
- Wear collared polo or golf shirt; pressed and tucked in
- Wear sweater with collared shirt or blouse
- Keep dress or skirt length brushing or below the knee when seated
- Wear casual shoes; not athletic or open toe

*Jeans, t-shirts, and athletic shoes are not included