



# DRESS TO IMPRESS:

## What to Wear on a Job Interview

### *FOR MEN:*

**SUIT:** A single-breasted suit of gray, navy, or black. Two or three button front, with a clean back or back vent and fully lined is preferable. Fabric should be wool or wool blend. Sleeves should extend to wrist bones.

**PANTS:** Should come as a set with the suit, straight leg with cuff is preferable. It should fall below the ankle just long enough to cover the top part of the shoes.

**SHIRT:** Long sleeved, button down of white or cream, clean front or with one chest pocket. Collar should fit perfectly with ½ inch to 1 inch of cuff showing beyond suit. Fabric should be cotton or a cotton blend and it should be well pressed. The collar of the shirt must be worn inside the suit jacket. Make sure that “collar stays” are in place as they keep the collar down.

**TIES:** Conservative stripe or small pattern preferably of silk or wool. Avoid bright colors.

**BELT:** A good leather belt to match your shoes. There should be NO brand signature logo visible.

**SHOES:** Black or Brown and well polished. A wing tip or a conservative loafer is preferable. The heel should be around ½ to one inch.

**SOCKS:** Solid and dark to match the shoes/suit. They should be high enough to cover the calf.

**ACCESSORIES:** No jewelry should be showing except a conservative watch and perhaps a conservative ring if that is usually worn. Carry a professional looking portfolio with extra resumes and a note pad. Buy a professional looking pen. Do not have cigarettes visible if you smoke.

**GROOMING:** Make sure your hair is neat: you can use gel or spray, but avoid the wet or shiny look. Nails should be clean and manicured. Make sure that your clothes are spotless. Check for lint and dandruff just before the interview. Avoid strong smelling foods and freshen your breath before each interview.

### *FOR WOMEN:*

**SUIT:** A conservative dark colored suit blazer is always appropriate. The fabric should be wool or a wool blend. It should be fully lined and not too fitted. The sleeves should end at the wrist bone.

**SKIRT:** It should come as a set with the suit blazer. The length should be around the knees with a modest slit. Make sure the skirt is not too tight to sit down comfortably.

**BLOUSE/SHIRT:** A business-type blouse or button-down that looks neat and clean and has a conservative neckline. A button-down, fully lined dress shirt is also preferable. The collar of the shirt may be worn in or outside of the suit blazer. Color of the blouse/shirt should be white or cream. Make sure it is freshly pressed.

**SHOES:** Pumps with one to two inch heels in brown, black, or navy. They should match your suit and shirt. Do not wear sandals or very high narrow heels. Make sure the shoes are well polished.

**HOSE:** Neutral color hose or hose that matches the color of the suit is preferable. Carry an extra pair in a briefcase or a pocketbook in case they run prior to the interview.

**ACCESSORIES:** Wear conservative jewelry and simple earrings; avoid big hoops and bangles. Your pocketbook should be conservative and in good condition, or use a professional looking portfolio. Bring extra copies of your resumes and a note pad. Buy a business-like pen. Do not have cigarettes visible in the pocketbook or briefcase.

**GROOMING:** Keep your fingernails clean and not too long. Polish is okay if it is conservative or clear. Hair should be neatly styled, clean, and off the face. Makeup should be light and natural especially eye shadow, liner and lipstick. Avoid heavy perfume, strong smelling foods, and make sure your breath is fresh. Be sure your clothes are spotless and check for lint and dandruff before the interview.

***DISCOUNT CLOTHING STORES FOR MEN AND WOMEN:***

<b>STORE</b>	<b>WEBSITE</b>	<b>CONVENIENT LOCATIONS</b>
Chadwick's ( <i>women</i> )	<a href="http://www.chadwicks.com">www.chadwicks.com</a>	Available online only
La Redoute ( <i>women</i> )	<a href="http://www.laredoute.com">www.laredoute.com</a>	Available online only
New York and Company ( <i>women</i> )	<a href="http://www.newyorkandcompany.com">www.newyorkandcompany.com</a>	83 Nassau Street bet. John & Fulton and Kings Plaza mall
Sears ( <i>men and women</i> )	<a href="http://www.sears.com">www.sears.com</a>	2307 Beverley Road and Kings Plaza mall
H & M ( <i>men and women</i> )	<a href="http://www.hm.com">www.hm.com</a>	34 <sup>th</sup> street & 7 <sup>th</sup> avenue and Kings Plaza mall
Century 21 ( <i>men and women</i> )	<a href="http://www.c21stores.com">www.c21stores.com</a>	282 Flatbush Avenue 312 State St 850 Fulton St

