



BRIDGEWATER

STATE UNIVERSITY

Expect More. Achieve More.

Dress for Success



CONTENTS:

Introduction pg. 2

When to Wear Professional Wear pg. 3

Interview Makeover Contest pg. 3

The Suit pg. 4

The Shirt or Blouse pg. 5

Shoes pg. 6

Accessories pg. 7

Business Casual pg. 8

Grooming Essentials pg. 9

Finding the Right Fit pg. 9

Dress for Success Checklists pg. 10

Where to Shop pg. 11

Introduction

Why Dress for Success?

- *First impressions count.* Potential employers may begin the process of selecting a candidate from the first few minutes of meeting him or her, and professional attire may set you apart from a more casually dressed candidate.
- *How you dress is how you are perceived.* Wearing a suit for interviews and other meetings with professionals will highlight that you are ready for the professional world.
- *How you dress is what you can achieve.* Whether you are interviewing for an internship or job or already in a professional position, you should choose attire that is worn by people in positions that you hope to obtain during your career. By doing so, administrators at that higher level may begin to perceive that you are professionally ready for advancement.

What Do Employers Think?

“Achieving career goals is dependent on your ability to make great first impressions on decision makers in your company. It is important to be sure that the way you dress works in your favor! “

*Saré Arnold, Regional Recruiting Manager,
Enterprise Rent-A-Car*



“When you interview for a job or an internship, you are marketing yourself as a professional to your potential employer. First impressions really count, so it is important to wear professional attire and pay attention to your grooming.”

*Juanita Allen, Recruitment and Outreach Manager
Commonwealth of Massachusetts*

“During the interview process we look for candidates with warmth, sincerity and impeccable dress and grooming. The dress is as important as the personality in exuding professionalism and making a positive first impression on our clients and business associates. “

*Cynthia A. Buckley
Director of Sales & Marketing
Corcoran Management Company*

When Should You Wear Professional Attire?

- *For Job and Internship Interviews.* Always wear a suit for an interview.
- *At Job and Career Fairs.* Always wear a suit for job and career fairs, including Career Services' Work 'N' Serve Expo in the fall and the Annual Job Fair in the spring.
- *For Informational Interviews.* Even when you are not interviewing but you are meeting a professional to discuss careers, you should wear a suit.
- *During Networking Events.* Unless the event indicates that you should wear "Business Casual," you should wear a suit.
- *While Interning.* Unless appropriate attire has been specifically addressed by your supervisor, you should wear a suit for your first day. Once you start working, you should dress similar to your supervisor's attire.
- *At Your Job.* Once you have begun a job, wear a suit until you have a strong sense of the professional attire worn in that environment. Similar to attire during an internship, you should dress similar to your supervisor's attire.

Career Services Interview Makeover Contest for Seniors

Each year, one lucky senior wins an Interview Makeover from Career Services worth \$450! The prize includes a complete interview outfit, an individual career coaching session, a mock interview with an Employer in Residence, a career kit with personalized business cards and more.

To enter you must be a senior, schedule and attend a senior recruiting appointment before the Makeover deadline in February, as well as have your resume critiqued and uploaded on CareerLink@BSU. For more information contact Career Services at 508-531-1328.



Melanie Bennett '06 and Kyle O'Connor '08 are past winners of Career Services Interview Make-over Contest for Seniors.

Business Professional Attire: The Suit

Wear a matching two piece suit in dark gray, navy, brown or black. For women, the suit can be a pants or skirt suit.



What Not To Wear



Sweaters

“Fancy” jackets



Unmatched suit

Unconstructed blazers



Business Professional Attire: The Shirt or Blouse

Blouses and shirts should be well-fitting, white, solid, or striped in cotton with long sleeves. No large patterns. For women, no low necklines and no cleavage showing.



What Not To Wear



Too large a pattern



Too casual.



Cleavage showing



Too baggy

Business Professional Attire: Shoes

Dress shoes, polished and well-maintained. For men, the color should match the belt. For women, the color should be either black or match the color of suit. No open toed shoes, no flats; no heels above 2 inches.



What Not To Wear



No boots



Too high a heel.

No open toed shoes

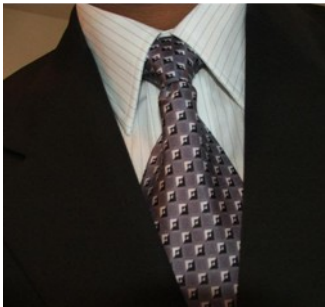


Too casual.



Business Professional Attire: Accessories

For men, a classic watch, one or two rings at the most, piercings removed, a plain tie or with a small pattern. For women, a classic watch, small gold or silver earrings, a simple necklace at the most. No bangle bracelets. Just one piercing in each ear, all others should be removed. The handbag, if needed, should be small and match the shoes.



What Not To Wear



No "fancy" patterns

No backpacks



Too informal

Remove unusual piercings



No dangle earrings

Business Casual

When Should You Wear Business Casual?

- If and when your boss wears business casual.
- After you get the job and if it is office policy.
- If the business has “Casual Fridays.”
- For an informational interview in a casual working environment.
- Always have a sports jacket or blazer available.

Please note: Never wear business casual at a job interview; always wear a suit.

Examples of Business Casual

Business casual should always be clean and well-pressed. A good choice is always a sweater and slacks. Women: Never wear tank tops or other items that reveal too much skin.



Grooming Essentials

Business casual should always be clean and well-pressed. A good choice is always a sweater and slacks. Women: Never wear tank tops or other items that reveal too much skin.

- Hair should be neat, trimmed and not attract attention.
- Cologne, perfume and aftershave should be used sparingly.
- Hands and nails should be clean and manicured.
- No visible piercings or tattoos.
- Watch what you eat before your interview: no onions, coffee, cigarettes, etc.
- Make sure all your clothes are wrinkle-free.

Men

- Should have a clean shaven beard and the mustache should be trimmed.

Women

- Makeup should be subtle, not overdone.
- Keep your arms covered. The longer your sleeves are, the more formal your look is.

Finding the Right Fit

- Proper length of suit sleeves should reach the fleshy part of your thumb when your arms are by your side.
- If you are wearing a two-button jacket, only button the top button; with a three-button jacket, only button the middle button.
- Your jacket should end “where your butt meets your leg.”
- Pants should form a gentle break on your foot, making one gentle fold on top.
- Women: Practice sitting down in a skirt suit before purchasing it. It should not be too tight or too short in this position.

Consult with a local tailor for the best dress advice and to get clothes altered for proper wear.

Dress for Success Checklist for Men

- Suit**—Wear a matching two-piece suit in dark gray, navy, brown or black.
- Shirt**—White, solid, or striped shirt in cotton with long sleeves.
- Tie**—Should contain colors of suit or shirt and be long enough to hit at or below the belt.
- Belt**—Solid color, plain and smooth leather; belt should match shoes.
- Socks**—Dress socks, not heavy or cotton athletic socks. Match the color of your suit.
- Shoes**—Dress shoes, polished and well-maintained. The color should match the belt.
- Accessories**—Minimal jewelry: classic watch, one or two rings at most, piercings removed. Bring a padfolio containing a few copies of your resume, a notepad, a pen and slot for business cards.
- Grooming**—Clean shaven or recently trimmed facial hair. Neatly arranged and recently trimmed hair. Shower morning of interview and apply minimal cologne if any and use deodorant. Clean, clipped nails.
- One More Thing**...Be sure to stop by the Men's Room before the interview and make sure your tie is straight, your hair is neat, any tattoos are hidden, your shirt is tucked in and your breath and teeth are clean.

Dress for Success Checklist for Women

- Suit**—Wear a matching two piece suit in dark gray, navy, brown or black; the suit can be a pants or skirt suit.
- Blouse**—White, solid, or print shirt in cotton; a blouse can be substituted; no low necklines, no cleavage showing, no large patterns.
- Skirt**—If you choose a skirt suit, the skirt should be at or barely above the knee and not tight fitting.
- Pantyhose**—Pantyhose should always be worn in a skin toned shade. You can wear knee highs hose with pants only. Be sure to bring an extra pair of panty hose with you in case of a run.
- Shoes**—Dress shoes, polished and well-maintained. Color should be either black or match color of suit. No open toed shoes, no flats; no heels above 2 inches.
- Accessories**—Minimal jewelry: classic watch, one or two rings, small gold or silver earrings, simple necklace at most. No bangle bracelets. Just one piercing in each ear, all others should be removed. Bring a padfolio containing a few copies of your resume, a notepad, a pen and a slot for business cards. Handbag, if needed, should be small and match shoes.
- Grooming**—Neatly arranged hair. If hair is below your shoulders, it needs to be pulled back in a pony tail or a bun. Shower the morning of interview and apply minimal perfume if any and use deodorant. Clear or light-colored polish on nails. Makeup is recommended but minimal and lightly applied - light toned lipstick, eyeliner, mascara, blush and foundation if needed.
- One More Thing**...Be sure to stop by the Ladies Room before the interview and make sure your skirt is straight, your hair is neat, any tattoos are hidden, your shirt or blouse is tucked in and your breath and teeth are clean.

Where to Shop



For Men

—Suits—

Burlington Coat Factory-\$
K&G-\$
Sears-\$
Macy's-\$\$
Lord & Taylor-\$\$
Kohl's-\$\$
Syms-\$\$
JCPenny-\$\$
Men's Wearhouse-\$\$\$
Banana Republic-\$\$\$
JCrew-\$\$\$

—Business Casual—

Marshalls-\$
TJ Maxx-\$
Burlington Coat Factory-\$
Express-\$\$
JCrew-\$\$\$



For Women

—Suits—

Burlington Coat Factory-\$
K&G-\$
JCPenny-\$\$
Lord & Taylor-\$\$
Macy's-\$\$
Syms-\$\$
Frugal Fannies-\$\$
Express-\$\$\$
Ann Taylor-\$\$\$
The Limited-\$\$\$
Talbots \$\$\$

—Business Casual—

Marshalls-\$
TJ Maxx-\$
Burlington Coat Factory-\$
New York & Company-\$\$
The Loft-\$\$
J. Crew-\$\$\$

\$ Least Expensive

\$\$ Moderately priced

\$\$\$ Expensive