Business Professional Check List:

1. Two piece navy or black suit
   - buy the nicest one you can afford
   - quality: stay away from cheap blends

2. Long sleeve cotton dress shirt
   - make sure you can button every button on the shirt, including the top one
   - NO button down collars - ask for stays to make collar stand correctly
   - should be a lighter color and coordinate with suit and tie

3. Undershirt

4. Silk tie
   - make sure it coordinates with the color of your suit and shirt
   - choose a simple pattern or a solid color

5. Dress belt
   - must match shoe color
   - NO large or ornate buckles

6. Pair of dress socks
   - must match pant color
   - must be high enough that your leg does not show once seated

7. Pair of dress shoes
   - NO rubber soled shoes
   - shoes should be shinned

8. Leather portfolio (black)
   - with compartments for keys or other items you may carry including a spot for multiple copies of your resume
   - a pen for jotting notes

Shopping questions? Call the Career Center at 239-590-7946.
Business Casual Check List:

- **Khaki Pants**
  - no cargo pockets
  - no khakis with holes or wear spots

- **Dress Pants**
  - while building your wardrobe, stick with basic colors such as black, grey, brown, etc.
  - pinstripes and subtle plaids are okay

- **Long Sleeve Cotton Shirts**
  - Button down collars are okay
  - more colors and patterns are okay (stay away from large obnoxious patterns)

- **Golf/Polo Style Cotton Shirts**
  - this does not mean you have to get a “Ralph Lauren Polo” there are cheaper alternatives

- **Undershirts**

- **Belts**
  - invest in a good brown and black leather belt
  - no large or ornate belt buckles

- **Socks**
  - must match pant color
  - a subtly patterned sock is okay
  - still no athletic socks

- **Shoes**
  - invest in a good brown and black leather shoe
  - shoe should be a simple and classic style that will go with multiple outfits

- **Portfolio or Side-bag**
  - can be either brown or black leather

Dressing “smart” portrays a professional image to employers and builds confidence in your appearance often translating into an optimistic attitude and positive body language. These guidelines should be followed in any professional or career related situation, including job fairs and interviews.

- Hair should be a normal color, cut, groomed and out of your face
- Facial hair should be trimmed or shaved
- Neutral body odor is essential, wear an antiperspirant and use body sprays sparingly.
- Wear khakis, chinos, corduroys or other non-denim slacks – check your company’s policy before you decide to wear jeans to work
- Wear a collared shirt with an undershirt, knitted shirts and polo shirts are also generally acceptable
- It is not necessary to button every button unless you are wearing a tie
- Be sure to wear a belt, and have it match the color of your shoes
- Clothing should be freshly pressed – NO WRINKLES
- Leather shoes should be worn – NO sandals, athletic shoes or hiking boots
- Wear socks that match the color of your pants leave white socks or tube socks in your gym bag

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