

DRESS FOR SUCCESS



BENTLEY
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Did you know that a first impression may be formed in less than 10 seconds? How you present yourself makes a statement, so follow the tips below to help you make the right one!

BUSINESS PROFESSIONAL ATTIRE FOR INTERVIEWS



Women

- Solid-colored, conservative suit with coordinated blouse, closed-toed shoes, and limited jewelry
- Neat and professional hairstyle, manicured nails, light make-up, little or no perfume
- Portfolio

Men

- Solid-colored, conservative suit, long-sleeved shirt, conservative tie, dark socks, and professional shoes
- Neat hairstyle and facial hair, trimmed nails, little or no cologne or after shave
- Portfolio

BUSINESS CASUAL ATTIRE

Women

- Dress, khaki or dark cotton pants or skirts, neatly pressed
- Conservative blouses, sweaters, cardigans, button-down shirts
- Solid colors or subtle patterns work better than bright patterns

Men

- Dress, Khaki or dark cotton pants, neatly pressed
- Pressed, cotton, long-sleeved, button-down shirts or polo or knit shirts with a collar, tucked-in
- Conservative sweaters
- Leather shoes and belts
- Tie, optional



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ATTIRE TIPS



- Closed-toed **shoes** are the most appropriate to wear for an interview and when meeting with clients. Shoes should be clean and shined.

- White or light colored **shirts** are the most appropriate choices.



- Your **tie** should contrast appropriately with your shirt.



- Wear **socks** and make sure they are in good shape and dark in color.



- **Skirts** should be knee length, not too tight, and cover your thighs when you are seated.

- **Blouses / tops** should be of moderate cut and professional style.



- Wear **minimal jewelry**. Avoid noisy bracelets that can distract the interviewer or client. **Be cognizant of body piercings** during all professional interactions.

- **ALWAYS** dress professionally for an interview, unless otherwise specified.
- When in doubt about the dress code for a particular event, remember that it is better to be overdressed than underdressed!

GROOMING TIPS

- **Hairstyles** should be neat and appropriate, nothing extreme or overdone. Men with **facial hair** should make sure it is neatly trimmed.
- **Clean hands and well-groomed nails** are an important part of your professional image. **Nail polish** shades should be soft, and polish should never be chipped.
- The safest advice for **fragrance** is not to wear any at all. If you do, go very light.
- Make sure to be **freshly showered/bathed**. Wear clothing that **covers tattoos**.
- Brush your teeth before the interview. If you use mints or chew gum, make sure they are out of your mouth before you interact with the interviewer.