

# Dress For Success

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HCC Career Centers

**HILLSBOROUGH COMMUNITY COLLEGE**  
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# First Impressions

- You never get a second chance to make a good first impression
- Your appearance should identify you as someone the employer wants as a representative of their company
- Study what other people wear in the field of employment you wish to enter
- Looking your best helps you to feel confident

# The Focus

- The focus is not on making a personal statement...the interview is not the place to wear bright colors or bold and trendy fashions
- You want the interviewer's attention on your qualifications, not your clothing



# The Case Against Casual

- Choosing clothing similar to a company's office dress code is not a good idea
- Sports shirts, casual slacks might be ok in the office, but not in an interview
- Dress professionally for the interview
- Dress two levels higher than the one for which you are being interviewed
- It is better to be overdressed than too casual

# General Tips for Males and Females

- Jewelry, hairstyle, and perfume or cologne should not be distracting. Keep it to a minimum.
- Make sure your hair is clean, neat, and away from face
- Fingernails should be neatly trimmed and filed.
- Shoes should be conservative, clean, and polished. Dark colors are best

# Males

- Conservative suit in neutral colors such as gray, black or navy. Navy blue and medium to dark gray are considered the standard.
- Dress shirt, white and pressed.
- Dress shoes that are polished. Dark socks.
- Down to earth tie – no ties that tell a story.
- Don't overdo the cologne or jewelry.
- Neatly trimmed hair.
- Clean shaven or neatly trimmed beard, mustache.



# Females

- Suit in conservative style. Dark colors such as navy, gray, or tan. Skirt should be knee length.
- Shirt or blouse should be conservative color and style, not sexy or bold.
- Traditional dress shoes matching color of suit, and conservative hose.
- Do not carry a briefcase and purse.
- Perfume and jewelry should be kept to a minimum. Don't overdo makeup.
- Neatly trimmed and styled hair.
- Neatly trimmed and manicured nails. No wild or overly long nails.



# Interview Tips

- Prepare! Anticipate questions, practice answers
- Research company
- Prepare a resume
- Take interview seriously
- Be enthusiastic
- Maintain eye contact
- Sit up straight
- Firm handshake
- Speak properly, avoid mumbling or slang
- Listen carefully and don't interrupt
- Be honest
- Avoid crossing your arms



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