

**HOBART
AND
WILLIAM SMITH COLLEGES**
The Salisbury Center for Career Services

DRESSING FOR SUCCESS

Dress conservatively and pay attention to details !

FOR WOMEN

The Suit

- A business suit (not a dress!), with matching jacket and skirt is most appropriate; pantsuits generally acceptable
- Should be conservative color - solid or small pattern - black, navy gray, brown, taupe
- Should fit - not too tight or too loose; avoid fabrics that wrinkle easily, such as linen
- Blouse should be conservative to medium color - not bright color
- Avoid short skirts - hem should not stop at mid-thigh - should be longer!

The Shoes and Hosiery

- Closed toe ONLY! No sandals - even those with heels
- Heels should be no lower than 1 1/2 inches and no higher than 2 1/2 inches; no "spiked" heels
- Conservative colors only – black, navy, dark gray or taupe
- Hosiery: Neutral colors only: nude, taupe, off black, gray, navy; avoid textures

The Jewelry and Purse

- Seven pieces of jewelry maximum - count silver, gold or jeweled buttons as jewelry
- One earring per ear - and small, not dangling; no other piercings should be visible! Watch - dress, not sports
- Avoid trendy necklaces, bracelets, earrings containing large baubles, feathers, etc.
- Carry either a purse or briefcase - but not both - should be neutral color; purse should not be large "bag."
- A portfolio containing a note pad, quality pen, and extra copies of your resume and list of references may be carried if you're carrying a purse, or even if not.

The Make-up, Hair, and Nails

- Go easy on the blush, eyeshadow and lipstick; wear little or no perfume.
- If hair longer than shoulder, wear pulled back from face; hair accessories to a minimum - & no bows or ribbons
- Nails should be clean and neatly trimmed; avoid bright nail polish - clear or nude colors are acceptable.

FOR MEN

The Suit and Shirt

- Suit should be at least 55% wool
- Medium to dark colors – preferably navy, dark gray, medium gray - solids or conservative stripes (solid black is not generally recommended – black pinstripe is preferred)
- Jacket length: should cover your "seat" (buttocks)
- Jacket sleeve: tip of sleeve should fall 5 inches above tip of thumb when thumb is extended down
- Shirt: white, pastels, medium solids, and conservative stripes are acceptable
- Shirt sleeve: should extend one half inch below jacket sleeve edge
- Pants – not too long! Have appropriately altered - should be only a slight break at the hemline in front, and trouser leg should not touch floor in the back; don't over-fill pockets - shouldn't bulge!

The Tie, Belt, Socks, and Shoes

- Small, repetitive pattern or solid - no "theme" ties (e.g., "Tabasco")
- End of tie should touch top of your belt, and tie should contain loop in which to insert small end of tie
- Belt should be dress – not casual
- Socks of quality, thick material; dark, solid or small pattern; long enough to hide leg hair when legs are crossed
- Shoes should be leather; preferred color is black or dark brown; should be lace-up, or dressy loafer; and shine !

The Jewelry and The Other

- Wedding band and watch – dress, not sports watch – are enough; small and simple cuff links are acceptable
- Groom carefully! Be clean-shaven, have recent haircut, ears and nose free of excess hair, and nails manicured!
- Go easy on the aftershave; avoid cologne
- Carry a quality portfolio or briefcase with a note pad, quality pen, extra copies of resume and list of references