Pace University Career Services

Dress for Success

A fashion guide for the business world.
1. The Importance of Attire

2. The Basics: Men & Women

3. Popular Dressing Mistakes

4. Defining Business Casual
3 KEY FACTS
How you *look* will impact how you are *perceived*.

Looking good will help you to project a more *confident and professional image*.

Having a special outfit can make *all the difference*.
THE BASICS: MEN

SUIT
Single breasted
black, gray or
navy

SHIRT
Long sleeved,
button down

TIE
Conservative
stripe or small
pattern

SHOES
Black or brown,
well polished

SOCKS
Solid, dark to
match shoes
and high enough
to cover the calf
THE BASICS: WOMEN

SUIT
Conservative colored skirt or pant suit

BLOUSE
Business-like, neat and flattering

SHOES
Mid-heel

HOSE
No textures or patterns

ACCESSORIES
Classic and conservative jewelry

MAKE-UP
Should be natural & minimal
POPCULAR DRESSING MISTAKES

MEN
Short sleeve button down shirt under a suit jacket
Not having your tie end at your belt buckle
Not buttoning a suit jacket when standing
Carrying a worn briefcase or portfolio
Overusing cologne
Maintaining an unkempt hairstyle
Excessive jewelry/piercings

WOMEN
Carrying a purse that is the size of an overnight bag
Wearing pantyhose that are darker than the skirt/suit you are wearing
Having acrylic/fiberglass nails that are too long

GROOMING
Smelling like cigarette smoke
Lint on clothing
Bad breath
Dandruff
Non-manicured nails
Wrinkled clothing
Missing buttons
Unpolished shoes
WHAT IS BUSINESS CASUAL?

“A COMFORTABLY RELAXED VERSION OF CLASSIC BUSINESS ATTIRE, WITH NO SACRIFICE OF PROFESSIONALISM OR PERSONAL POWER.”

Pants & skirts may be in a wide variety of colors/fabrics
BUT: lighter colors=less formal

Combining separates acceptable, for ex. adding a blazer to a dress or skirt

Sweaters or vests may replace the blazer/no ties

Clothes must still be coordinated, neat, pressed
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Good Luck & Dress Well!