

The Student's Guide to Professional Dress

NORTHERN
ARIZONA
UNIVERSITY



*The W. A. Franke
College of Business*

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Career Development Office

Why Does Appearance Matter?

- “You are judged by your appearance in the first two seconds!”
- You can never make a first impression again.
- Dressing appropriately is necessary for success in your career.



Shoes: Women

- 2-3 inch heels look best
- Clean, un-scuffed, and shined
- No open toes or heels
- Should match the bottom half of your outfit
(don't take this rule too far)



Stockings and Hosiery

- Always wear hosiery
- They make an outfit look sophisticated and complete
- Basic neutral colors: black, nude, pearl, champagne
- Never try to match your panty hose to your suit unless the suit is black (For example, no green panty hose with a green suit)



Shoes: Men



- For formal wear leather shoes are a must
 - Long socks in either wool or cotton, and plain, dark or, neutral colors



- For casual wear match your shoe to the style of your trousers

- Long or $\frac{3}{4}$ length socks in plain colors, and wool or cotton. Coordinate with trousers.



Appropriate Suits

- Business Professional

- Women: Skirt suit is considered most formal.

Pant suits are appropriate for less conservative organizations.

- Men: Dark colored full suit and tie. Solid or stripes avoid flashy material. Long sleeved, button down shirt. Dark color belt that matches suit and shoes.



Suit Examples



Business Casual

■ Men

- “Dockers” or similar, slacks, and dress pants are acceptable (dark, solid colored)
- Shirts
 - Collared (solid or striped) and pressed
 - Long sleeve recommended
 - Collared polo or sweater is acceptable
 - Should be well fit but not too tight



Business Casual

■ Women

■ Conservative pants, skirts, and dresses are acceptable

- A Variety of colors are okay but solid tones are safer; navy, black, gray, brown khaki

■ Shirts

- Should be well fit but not too tight
- Cotton, silk, and blend are the most appropriate
- Pastel colors are recommended



Questions?

Visit the Career
Development Office
(Room 108)



Sources

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<[http://www.franke.nau.edu/StudentResources/CDO/Students/Dress for the Job You Want.pdf](http://www.franke.nau.edu/StudentResources/CDO/Students/Dress%20for%20the%20Job%20You%20Want.pdf)>.



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