



# career guide

## dressing for interview success

ASU Career Services offers a comprehensive on-line Career Guide designed to help you evaluate career options, learn about internships and launch your career. The Career Guide includes detailed information about cover letters and resumes, interviewing, business etiquette, portfolios, graduate school admission processes, effective job and internship search strategies and more. Visit the Career Guide at [asu.edu/careerguide](http://asu.edu/careerguide).

### Your Looks Count

In the interview, you need to communicate that you're the right candidate for the job. Your appearance will help you make that statement. "Appropriate" dress varies from workplace to workplace, but when it comes to dressing for an interview, conservative attire is always a wise choice. The right clothes won't get the job for you, but you don't want it to count against you as the employer evaluates your suitability for the position.

### Tips for Men

- Wear a dark or gray suite that is a solid color or a very subtle pinstripe.
- A white shirt is preferable. Be sure your dress shirt and suit are both well-pressed and clean.
- Choose a tie in muted tones: solid, striped or with a small pattern. Wear a belt.
- Wear leather, lace-up or slip-on business shoes in a dark color and dark socks that are mid-calf in height. Polish your shoes and make sure the heels are in good repair.
- Neatly groom your hair. Keep it clean, short and styled.
- Limited jewelry such as a watch and a simple ring are appropriate. Don't wear your earring(s) and, if you have any other piercings, remove the jewelry prior to meeting the interviewer.

### Tips for Women

- Wear a dark suit in black, navy or gray with a knee length skirt. You want to be able to cover your thighs when you sit down.
- A white or light-colored, pastel blouse is appropriate under the suit.
- Be conservative and understated with cosmetics. Use neutral colors and minimal amounts of eyeshadows, lipstick, blush and foundation. Avoid long nails and attention-getting colors on your nails.
- Wear closed-toe pumps with medium to low heels in a dark color. Wear sheer hosiery.
- Keep your jewelry conservative. Wear a watch, one simple ring, and small earrings to your interview.

### Tips for All Applicants

**Good Grooming:** Arrive to your interview well groomed. Shower, brush your teeth, get regular haircuts and make sure your nails are clean and trimmed. If you smoke, wait until after your interview. You don't want to smell like smoke when making a first impression.

**Check the Details:** Look for loose buttons and replace any that are missing. Make sure you've removed the tags from your new clothes. Use a lint brush to finish your outfit.

**Use Cologne Sparingly:** The lingering smell of too much perfume or cologne will distract from your interview. If you wear it, be very moderate.

**Things to Leave at Home:** Leave the backpack in your room. Carry a portfolio containing copies of your resume, a pen and a note pad. Women may carry a small purse. Don't bring your cell phone, iPod or other electronic devices to the interview. Finish beverages and snacks before you arrive at your interview waiting area. You might finish a mint before meeting the interviewer, but don't chew gum.

**Get it Together:** Prepare your outfit or your interview the night before. Make certain that your clothes are pressed and fit you properly. Polish your shoes.