

Trine University Career Center

Professional Dress



Business Professional Attire

For Men

For any first meeting, business presentation, and job interview:

- Black, navy or gray suit with matching jacket and pants. Pants should break, so the hem rests lightly on the top of the shoe in front and covers the highest point of the shoe leather on back.
- Pressed, collared shirt (solid, stripe, or simple pattern). **Shirt should fit well. For a slim profile buy a slim or athletic fit. Be sure all buttons can be buttoned.**
- Dark leather dress shoes and socks should match pants
- Tie-simple design or solid color. No cartoon characters or movie themes.
- No cologne, visible tattoos or piercings
- Portfolio

*Tip-Hair should be normal color, cut, groomed and out of your face. Facial hair should be neatly trimmed. No neck beards.

Business Professional Attire

For Women

For any first meeting, business presentation, and job interview:

- Black skirt (knee length) or pants, other neutral colors (dark gray, navy, brown)
- Pressed, collared button-down shirt
- Nude (skin-tone) or dark-colored stockings and closed-toe heels
- Dress shoes (pumps, flats, heels) – No platform or >2.5 inch heels
- Make-up should be minimal and conservative (daytime makeup)
- No visible tattoos; pale color nail polish; no perfume or body sprays
- Long hair should be pulled back away from face

*Tip: Keep hair and jewelry simple (i.e. studs for earrings); remove all other jewelry and piercings (i.e. nose rings, etc.)



Business Professional Examples

Business Casual Attire

For Men

- Pressed, collared, long-sleeved button down shirt (colors and patterns are okay)
- Khakis -no cargo pants
- Basic colors for pants navy, gray, black
- Closed-toe shoes

For Women

- Pants, skirt, dress (appropriate length)
- Shirts/blouses that don't ride up or gap open
- Undergarments should not be visible
- Pressed not wrinkled
- Flats, low heeled pumps
- Dressier sandals in hot weather, no flip flops



WHAT NOT TO WEAR TO WORK



Business Casual Examples

Note: Each organization determines dress code conduct. Please inquire with your organization regarding appropriate workplace attire.

