

NOVA | Northern Virginia
Community College

**BUSINESS ENGAGEMENT
AND CAREER SERVICES**

Professional Dress Guide



Dress for Success

People pay attention to your presentation! Having a resume and interviewing well is great, but dressing appropriately matters too. You do not have to compromise your style to dress professionally.

Business Casual

Tops: Blouse, collard shirt, or polo shirt, sweater, blazer, cardigan, or vest. *Wearing a tie is optional.

- Dress

Bottoms: Trousers, khaki pants or fingertip length skirt.

Shoes: Dress shoes, loafers, flats, or heels are acceptable.

Accessories: Belt and modest jewelry are acceptable. *Jewelry can be more unique.

Professional

Tops: Dress shirt and tie, blouse, suit jacket.

- Skirt suit or dress

Bottoms: Suit pants, slacks, or skirt past knee length. *Suit jacket should match pants.

Shoes: Dress shoes, heels, or flats are acceptable.

Accessories: A nice belt that matches shoes and modest jewelry is acceptable.

How to decide what to wear to your job:

- Review the employee handbook. Observe how
- your colleagues dress. Purchase basic pieces of
- professional clothing first as you build your professional wardrobe. When in doubt, opt to
- dress conservatively.

Business Professional - Women



Business Casual - Women



Casual - Women



Business Professional - Men



Business Casual - Men



Casual - Men



General Dress for Success Tips

Wear conservative dark colored clothes that are clean and pressed

Avoid strong fragrances and cologne

Wear appropriate shoes that are clean and polished

Ensure all clothing items are the proper size and fit

Choose accessories that are not too distracting

Wear closed-toe shoes and avoid sandals

Avoid clothing that is too tight, too baggy, too short, or too long

Avoid bright colors

Keep it simple!

We hope that you found this guide helpful. Do not hesitate to reach out to us for any of your career-related needs.

NOVA Career Services Website:

<https://www.nvcc.edu/career-services/index.html>

NOVA Career Services Email: novacareerservices@nvcc.edu

NOVA Career Services Youtube: NOVA Career Services - YouTube

Career Connection: Student/Alumni Sign In (symplicity.com)

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