

DRESS FOR SUCCESS

Importance of Professional Attire

You only get one chance to make a first impression! If you want to be seen as a professional you need to dress as one. Although we understand that our skills and abilities get us the job, what you wear on the interview is often considered a reflection of how important you consider the interview and how well you know your chosen field. Also, when you are dressed professionally, you may feel more confident in communicating your skills and abilities during the interview. Below are some suggestions on how to dress professionally, but keep in mind that interview attire is often more formal than what you will wear on the job. Know the organization you're interviewing with; are they business casual or professional everyday. When in doubt, wear a suit!

What to Wear

Suit: Well-fitted, conservative wool or wool blend suit; gray, dark gray, navy blue, black are acceptable. Dark colors make you look older. For women, pant suits and knee-length skirts are both acceptable.

Shirt: White or pale colors are best, but avoid anything sheer. Be sure your shirt is a long sleeved button-up dress shirt. Keep it simple! Solid or thin stripes also work.

Shoes: Dark leather, slip on or lace up shoes with dark socks for men. Conservative leather dress shoes with natural or sheer black hosiery (check for tears) for women. Avoid open-toed shoes or sandals, and no super high heels.

Accessories: Leather notebook, portfolio or briefcase. A basic purse is also acceptable.

Tie: Again, keep it simple and coordinate with the rest of your outfit. No bow ties!

Jewelry: Should be minimal. No visible body piercings (nose rings, eyebrow rings, etc.) except conservative earrings for women.

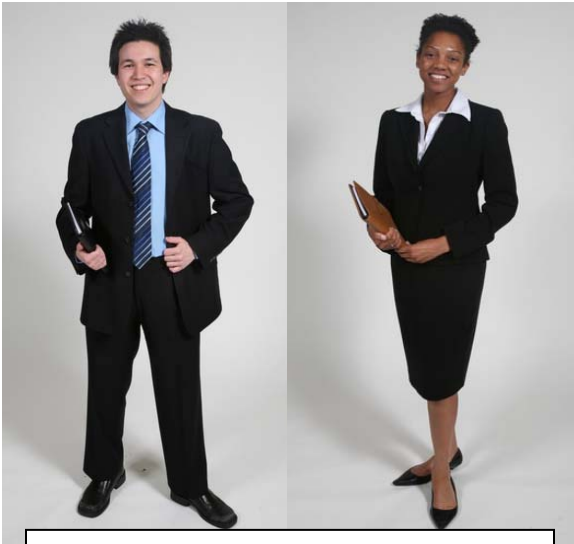
Additional Tips

- Be sure your hair is well-groomed and not a distraction to the interviewer.
- Remember to clean and trim your fingernails. Nail polish is fine as long as it is subdued and not chipped.
- Avoid or keep cologne and perfume to a minimum.
- Remember to freshen your breath. Avoid gum, candy or cigarettes during the interview.
- Shower before your interview, and wear extra deodorant!
- Visible tattoos should be covered to avoid distraction.
- Apparel should be clean and **neatly pressed**.

Career Services Career Closet

What if you want to wear a suit to your interview or career fair but aren't sure that you want to make the investment of buying one yet? Stop by Career Services to borrow a ready-to-wear suit from our Career Closet. All suits were newly purchased through the generosity of a Swarthmore alumnus. We offer a range of sizes and styles that are all "interview appropriate," taking the guesswork out of your attire selection. Best of all, we clean and press the suits for you. Stop by anytime between 1:00 and 4:30 PM, Monday through Friday, and a Career Peer Advisor will help you make your selection from our closet.

Dressing on a Budget



Examples of Suits from the Career Closet

- *Try Not to Wait Until the Week of your Interview to Purchase a Suit.* If you wait until the week of the interview, chances are that you will pay more for a suit. Check local newspapers and stores for coupons and end of season sales.
- *Buy “Seasonless” Clothing.* Purchase a suit that could be worn year round. Avoid heavy wools; look for attire that is advertised as “seasonless” or “three season.”
- *Invest in the Right Attire.* Invest in a high quality wool blended suit. You can purchase discount high quality suits at local department stores. You will get a lot more wear out of wool blended suits than polyester blended suits. Try the “wrinkle test”: crush the fabric in your hand and make sure wrinkles fall out easily.

- *A Great Gift to Ask For!* Holidays, Birthdays, Graduation... Browse stores ahead of time to decide where you would like to purchase a suit and request a gift card for that store. This is a great way to purchase a suit without dipping into your bank account.
- *Save money on dry cleaning.* Invest in a suit you don’t have to dry clean each time you wear. It will save you money in the long term, since charges range from \$8 - \$12.

Local Shopping Resources

Men’s and Women’s Clothing

Filenes Basement and Marshalls: Marple Crossroads Shopping Center, Springfield

Women’s Clothing

The Career Wardrobe in Center City: Career Services has partnered with *The Career Wardrobe*, a non-profit organization that empowers women by providing low cost professional attire. To use this service, ask for a referral form from our office.

Annie Sez: 950 Baltimore Pike, Springfield

New York & Company: Springfield Mall

Men’s Clothing

Men’s Wearhouse: 1001 Baltimore Pike, Springfield

Jos. A. Bank Clothiers: 965 Baltimore Pike, Springfield

Shoes and Accessories

Target: 857 Baltimore Pike, Springfield

Payless Shoe Source: 301 Baltimore Pike, Clifton Heights

DSW Shoe Warehouse: Marple Crossroads Shopping Center, Springfield

Local Drycleaner

Executive Cleaners 13 S. Chester Rd, Swarthmore

Finding the Right Fit

Much like your everyday clothing, professional attire sizes vary by designer. To find your perfect fit, you may need to adjust the pant and/or sleeve lengths or have your suit tailored by a professional drycleaner and/or tailor. When dealing with length of your sleeves or pant legs, remember that suit sizes are numerical, however you sometimes have the option of wearing a short (S) version or a long (L) within your size. Below is information on general sizing of suits to help get you started.

Measuring Guide for Men's Suits

Jacket:

To determine what jacket size you wear, measure around the shoulder blades, under the armpits and over the chest.

Pants:

- a) **Waist:** To determine the size of your waist, measure around your waist over a shirt at the area where you would normally wear your pants. Keep one finger between you and the tape measure. This is your waist size.
- b) **Slack Length:** Measure from the waist of the slack down the outside leg seam to the top of the heel of the shoe.



Size Chart

Size	Small		Medium		Large		X-Large		2X-Large	
Chest	34	36	38	40	42	44	46	48	50	52
Waist	28	30	31	34	35	38	40	42	44	46
Suit	37	38	39	40	42	44	46	48	50	52

Measuring Guide for Women's Suits

- 1.) **Bust:** Measure around the shoulder blades, under the armpits and over the fullest part of the bust.
- 2.) **Waist:** Find your natural waistline and measure.
- 3.) **Hips:** Measure the fullest part of the hip (usually about 7-9 inches below the waist) If your hips are two or more sizes or larger than your waist, use your hip measurement to determine size.



Size Chart

	X-Small		Small		Medium		Large	
Size	2	4	6	8	10	12	14	16
Bust	32	33	34	35	36	38	39	41
Waist	24	25	26	27	28	30	31	33
Hips	34 ½	35 ½	36 ½	37 ½	38 ½	40	41 ½	43

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