A Guide for Students

Dressing for Success: Business Professional

General Advice

- When in doubt. Dress in conservative colors – black, grey, charcoal, brown and blue
- Get familiar with your iron. Everything will need to be ironed and looking crisp every day
- The creases matter, so make sure they’re positioned right
- Cologne and perfume should be used sparingly
- Always do your research to find out if there’s any variance company to company

CONTACT US
For additional information, check out the Communication Center website:
www.uccs.edu/commcenter

To speak with a trained CEC Peer Mentor or Graduate Associate, contact us at (719)255-4770 to schedule an appointment.
Dressing business professional is simple, but how it is done follows specific rules. This brochure is designed to get you dressed to impress. It’s critical that you can dress to the professional business level because many companies consider appearance a part of work performance. Do your research!

**Gentlemen**

What does business professional mean for men?

- Fitted Suit – Matching jacket and slacks that have been tailored to you
- White pressed shirt
- Shined dress shoes – You want the ‘mirror’ shine
- Black dress socks
- Tie – The tie should be mono or dual colored, supplementing your suit
- Fitted watch – Watch is imperative. Take out the extra links so it fits right.
- Leather belt is required, shined silver or gold belt buckle.
- Close cropped hair (generally)
- Carefully groomed facial hair (company permitting)
- No piercings or tattoos visible

**Ladies**

What does business professional mean for women?

- Fitted Suit – Matching jacket and slacks or skirt that have been tailored to you (Skirt or slacks are company dependent, so be sure to research this)
- White pressed shirt or blouse
- Dress shoes – should supplement your suit
- Hair groomed well
- Jewelry kept to a minimum
- Earrings okay as long as they don’t dangle, but no other piercings or tattoos visible
- Ties are optional – The tie should be mono or dual colored, supplementing your suit
- Watch is optional
- Leather belt optional – if you wear one, shined silver or gold belt buckle