“A professional appearance enhances your overall package. Like gift wrapping, the more ‘put together’ your appearance, the more you will leave a positive impression.” – Jacqueline Whitmore, Founder of The Protocol School of Palm Beach

BASICS

- Dressing conservatively will give the impression of maturity and professionalism
- Arrive neat and well groomed
- Ensure that your clothing is clean and pressed
- Wear a suit rather than coordinating separates

COMPONENTS

YOUR SUIT:
- Wear a skirt or pant suit in black, grey, brown, beige or navy for an interview. Select lightweight, breathable fabrics that don’t wrinkle and can be worn in multiple climates.
- Note, your skirt should be no more than 1” - 2” above the knee (avoid high slits).
- Ensure that all pieces are well tailored to your body, not too big or too tight.
- A well fitted, light colored button-down shirt, a fine-knit sweater or a silk top are appropriate choices to complement your suit. As a rule, avoid bold or busy patterns.
- NEVER wear any top that is sheer, your bra is visible through, or shows any cleavage.

BELOW THE BELT:
- Always wear a new pair of hose in a neutral shade (never colored), and bring a spare just in case!
- Wear a shoe of a neutral coloring—black, brown and tan are best.
- Shoes should always be closed toed with a low to moderate heel. Be sure that they are cleaned and polished.

HAIR:
- Your hair should be clean and simply styled. To ensure that your hair is not a distraction to you or the interviewer, consider pulling it back into a simple bun or a low ponytail.
- Avoid the use of hair accessories that might be viewed as childish or unprofessional (barrettes, scrunchies, colored ponytail holders).

ACCESSORIES:
- Don’t wear anything too showy—less is more.
- All jewelry should be small and of good quality. Avoid dangly bracelets, limit one ring to each hand, and remove piercings other than in the earlobe.
- Carry a slim purse, padfolio or a briefcase that matches your suit.

MAKEUP & FRAGRANCES:
- Be conservative in your application of makeup; abstain from heavy eye-makeup or bright lip colors.
- Your choice of perfume should be very subtle and not overwhelming.