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JOB INTERVIEW TIPS: DRESS & IMPRESS

By Robin Ryan, author of *60 Seconds and You're Hired*

APPROPRIATE ATTIRE FOR WOMEN

Women sometimes say they don't care much about appearances, and some really don't—that is until they lose their job, can't get hired, or miss out on a promotion. Then the reality of all that competition becomes apparent. Here are a few guidelines that will set you apart:

- Dress fashionably in classic clothes that are age appropriate and fit well.
- Suits still look impressive. A great fitting business suit is a closet staple. Select colors that make you look and feel attractive. Pantsuits are acceptable, and when wearing skirts, the length should be just above the knee, to the knee, or just slightly below. Avoid extremes!
- Wear stylish but comfortable shoes, not sneakers or flip-flops.
- Keep your jewelry simple—leave facial piercing jewelry at home.
- Enhance your appearance. Have a contemporary, professional-looking hairstyle that is age appropriate. Makeup should be light and enhance your natural beauty.
- Skip heavy fragrances—take a shower beforehand. Many people are allergic to perfumes, and you don't want to overwhelm the interviewer with an allergy attack.
- Carry only one: a briefcase *or* leather notebook *or* purse. This ensures you always have a free hand.

APPROPRIATE ATTIRE FOR MEN

Your image, clothes, and style are scrutinized and judged by other workers, bosses, colleagues, and potential hiring managers. Like it or not, the clothes and style matter. Here are a few important guidelines to follow:

- No tee-shirts, shabby clothing, pierced earrings, sandals, sneakers, jeans, or baseball hats.
- A business suit is still the expected attire. Classic style, well-tailored, with perfect fit in a good quality of fabric. Blues and grays are colors that are most appealing on men. Accompany the suit with a dress shirt—clean, nicely pressed, and a conservative, stylish tie.
- Match your socks to the color of your pants and your shoes.
- Wear nice looking, well-polished, classic dress shoes.
- Enhance your appearance with a conservative hairstyle—short and nicely trimmed. Clean shaven is best, but if you wear a beard, goatee, or mustache, keep it trimmed. Research says that employers don't respond well to facial hair. You might want to consider shaving it off.
- Being freshly showered, with clean, well-groomed fingernails, is a must.