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Collier County Office
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Clearwater, FL 33760

TIP SHEET



TRANSITION, INDEPENDENT LIVING, EMPLOYMENT & SUPPORT

DRESS FOR SUCCESS! LOOK YOUR BEST!



A Project of
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Dress For Success

When We Look Good, Feel Good!

It's nice to dress comfortably in sweat pants and a t-shirt while we're relaxing around the house, but would we wear this to a job interview? What about a company meeting? How we look and what we wear says a lot about who we are and how we feel about ourselves. If our hair looks great, our smile is fresh, our clothes are neat, clean, and color coordinated, then we're sending an important message to people we meet - especially people we met at job interviews, company meetings or formal affairs. How we dress speaks for who we are!

Here are some great tips for dressing for success and looking your best.

Grooming:

Maintaining a good appearance is very important. Appearance is the first thing an employer notices. For men: a close shave, clean fingernails, and a neat hair cut. For women: light make-up, clean fingernails, and a neat hair-do. These details tell the employer that you are neat and care about how you look!

Have You Ever Heard Someone Say, "I'm Having a Bad Hair Day?"

- Style and self-expression is an individual thing and understood. However, companies and management prefer the conservative and professional look.
- Men: Unusual haircuts (words shaved onto the head or Mohawk) are not a good idea. Try to keep hair out of your face. When in doubt, short and neat is better.

- Women: Teased hair several inches above your head is not always received as professional. Long hair is nice when it's well groomed and combed.

Personal Hygiene:

This is extremely important. Remember to shower, wash your hair, apply deodorant, and brushing your teeth is critical. Accenting yourself with a little cologne or perfume is especially nice! In general, people would never hurt other people's feelings by saying it out loud, but if you have bad body odor, or bad breath, people will not wish to be around you or have long conversations with you and neither will your interviewer.

Clothing Choices:

Dressing sharp can be as simple as wearing a pair of black slacks with a nice button down shirt or blouse that can be any solid color (solid colors are the easiest to coordinate with black).

- Men: Black slacks with a solid white polo shirt (black tie is optional, but a plus) and black shoes.
- Women: Black slacks or skirt with pink blouse and black shoes.
- It is a good idea to wear any clothing in black. A black blazer, a black dress, a black blouse, and finally black shoes. The color black says you're conservative and professional and can be worn for any occasion.
- Women should always wear stockings and shoes instead of sandals. Try to wear beige or off black stockings, ladies! These colors fit best with most outfits.
- Dresses or skirts worn at knee level or lower are the best choice.
- Never wear sneakers! Shoes are always the better choice.

- Never wear jeans! You want the employer to take you seriously, so dress like you mean business.
- Men should always wear a belt with their slacks or dress pants. Remember, when in doubt, black is the best choice!

Accessories:

If you choose to accessorize, remember not to over accessorize! Also, try not to wear anything too bulky or showy (three finger rings, unusually large earrings, necklaces or charms). Two rings on either hand is more than enough. One bracelet, one watch and one set of earrings. Simple is safe and classy.

Men: If you wear an earring(s) or other facial jewelry or piercings, try not to wear it on a job interview. Although some companies don't mind, there are still many that do. Why take a chance?

Take A Look In the Mirror!

You're all dressed up for the job interview and the mirror is the final test!

Ask yourself the following questions:

- Am I comfortable in what I'm wearing?
- Does my outfit match well?
- Is what I'm wearing appropriate for the occasion?
- Do I feel good about how I look?

If you've answered "yes" to all four of the questions, you're ready for your job interview. Good luck!

