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# Dress for Success

## Why it Matters

Employers want to hire students who communicate well, work effectively in teams, and are genuinely enthusiastic. Your attire plays a supporting role to these qualities, but that role is an important one. Your appearance is the first impression you make on an employer. Appropriate attire shows that you take the process seriously. It also demonstrates respect to the people you meet.

Although many employers have a relaxed or business casual dress code, they still require a traditional, professional, conservative approach. Your primary goal in dressing professional is to feel good about the way you look while projecting a professional image to the potential employer.

When attending a Virtual Job Fair, it's not guaranteed that you will speak with an employer via webcam unless they request an on the spot interview or would like to extend your conversation. It is still important to dress professionally to be prepared for such an occasion and have a professional mindset. Remember, you don't get a second chance to make a good first impression.

To ensure that you can take advantage of this opportunity, if it is presented, we encourage you to participate in the event via a desktop computer.

## Professional Attire Checklist

- Solid color, conservative suit – black, navy or charcoal gray
- White, long-sleeved, button-down dress shirt, light-colored blouse, avoid low-cut necklines and busy patterns
- Conservative silk tie, coordinated with suit
- Dark socks – black, dark gray or dark blue
- Polished dress shoes – black or brown, moderate heel, closed toe, coordinated with suit
- Belt – black or brown, to match your shoes
- Minimal or no jewelry – no earrings or facial piercings
- Neat, professional hairstyle and clean-shaven or neatly trimmed facial hair
- Light aftershave and/or cologne and neatly trimmed nails
- Portfolio with a pen, paper and extra copies of your resume
- Skirt length should be at least to the knee
- Neutral hosiery – no runs, bring an extra pair just in case
- Light make-up and perfume and Manicured nails with light polish
- Small purse, coordinated to match shoes and suit

## Interview Attire Tips

- Dress professionally, as you would for an in-person job fair from head to toe – don't wear a professional shirt/blouse with pajama pants, employers can initiate a conversation via webcam.
- Try on your clothes at least a week before the interview to be sure you have appropriate attire, and everything fits correctly. Clothes should not be too tight or too loose.
- Get your clothes ready the night before. This will save you time and worry on the day of the fair.
- Iron your clothes and make sure everything is wrinkle-free.
- Smile!



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# How to Tie a Neck Tie

Putting on a tie is considered a dreaded task for some men, but it really doesn't have to be. Just follow these simple directions and you will know exactly how to tie a tie in no time.

## Tie it in front of a mirror!

**Give yourself a few extra minutes** when tying a tie for the first time. Allow yourself time to re-tie the knot higher or lower until you get it the right length. Part of good grooming means paying attention to the details. Employers will notice and appreciate the effort.

**When slipping the broad end through the knot**, push a loop through with your finger, then pull the rest through. This helps keep the knot together.

**Look for the spot on the tie where the narrow end becomes wider.** This will often be the best place to pass the broad end over the narrow end. Try tying the tie with this widening section laying on top of the narrow end's knot spot. Even if it does not make the perfect knot for you, it gives you a good way of gauging the distance the second time around.

## How to tie the Windsor Knot:



1. The wide end "A" should extend about 12 inches below narrow end "B". Cross wide end "A" over narrow end "B".



2. Bring wide end "A" up through loop between collar and tie; then back down.



3. Pull wide end "A" underneath narrow end "B" and to the left, and back through the loop again.



4. Bring wide end "A" across the front from left to right.



5. Pull wide end "A" up through the loop again.



6. Bring wide end "A" down through the knot in front.



7. Using both hands, tighten the knot carefully and draw up to collar.

**The knot should stay snug** on top of the collar button. A tie that is too tight will creep up the collar, not to mention reddening your face and making it difficult to breathe! A loosened tie looks sloppy and is a sign that you are not paying attention.