

A large, stylized white letter 'D' is centered within a dark red square. The 'D' has a thick, rounded top and a slightly irregular, hand-drawn appearance.A large, stylized white letter 'U' is centered within a dark red square. The 'U' has a thick, rounded bottom and a slightly irregular, hand-drawn appearance.

# CAREER SERVICES

Concord University

Office of Career Services

Phil Lewis, M.A., M.A.T.

# Dress for Success

- ▶ *“The way you dress tells the rest of the world how you expect to be treated.”*

Clinton Kelly

- ▶ *“The apparel often proclaims the man.”*

William Shakespeare

- ▶ *“Dressing well is a form of good manners.”*

Tom Ford



# First Impressions: How are you judged?

- ▶ Appearance and body language: 55%
- ▶ How you talk: 38%
- ▶ What you say: 7%



# How important is it?



- ▶ Studies show that it can take 21 repeated good experiences with a person to make up for a bad first impression.

# Don't forget these 3 important things:

- ▶ Maintain eye contact. This simple gesture shows that you are confident, friendly, and positive.
- ▶ Shake their hand. Extend your hand first, have firm grip, and be the last to let go.
- ▶ Smile. "Of all the things you wear, your expression is the most important"

Janet Lane (famous author)



# Women



- ▶ Wear: dark colored jackets with matching shirts or slacks. Choose closed toe dress shoes with a 2 to 3 inch heel and plain hose. Make sure that your hair and nails are well groomed.
- ▶ Do not wear: short skirts, lingerie-style blouses under suits, mule shoes, ponytails or braids, gaudy or flashy jewelry.

# Examples for women:



WWW.FUNONLINE.COM

business  
PROFESSIONAL



business  
CASUAL



SMART  
CASUAL



CASUAL



# Men

- ▶ Wear pants that fit you at the waist.
- ▶ Choose loafers with dress pants or khakis.
- ▶ Be sure that your belt matches your shoes.
- ▶ If you have a trim physique, wear a tailored dress shirt.
- ▶ Choose a full-cut shirt for a larger physique.





# Examples for Men:

## DRESS CODES MEN'S



Business - Formal



Business



Business Casual



Smart Casual



Casual

# Dress for Success Interview Tips

- ▶ Ask what the dress code is in advance.
- ▶ It is always better to overdress for an interview, instead of underdress.
- ▶ Stay away from any trendy clothing or unusual styles.
- ▶ DO NOT wear perfume or cologne. Many people are allergic.
- ▶ Do not smoke or drink alcohol before the interview.
- ▶ Don't chew gum.
- ▶ Arrive on time.

# Connect with Career Services

- ▶ Visit our Concord University Career Services Facebook page to see information on current events and for more career development advice! [Concord University Career Services Facebook](#)
- ▶ Don't forget to visit our career services webpage at: [Concord University Career Services](#)

