
**General Guidelines On Attire, Accessories, and Grooming for Women
Preparing for a Professional Interview**

- Wear a two-piece business suit (solid, darker color and single-breasted). A quality, well-tailored suit is a good investment.
- Avoid ill-fitting (short, tight, clingy, or slit) skirts; skirts should be no higher than the knee when you are standing.
- A white, off-white, or neutral-colored blouse or shell is best; no camisoles should be worn unless they are under a blouse.
- Conservative necklines are extremely important; low-cut tops and other clothes that are too revealing will ruin your chance to make a professional impression.
- Closed-toe leather pumps with low to medium heels (no higher than two inches) are best; avoid open-toe, strappy high heels, sandals, or shoes with decorations.
- Wear neutral hose—no bare legs.
- Carry a portfolio or leather-bound pad in place of a handbag or purse; do not wear a backpack.
- Use understated makeup. Use conservative nail polish; avoid unusual colors.
- Wear understated classic accessories. Small stud earrings instead of dangling or oversized earrings are best.
- A wristwatch and ring (at most, one ring per hand) are best.
- Choose a well-groomed hairstyle; avoid unusual styles and colors; long hair should be controlled or pulled back in a neat, simple style.
- Do not wear cologne or perfume—recruiters may be allergic.
- Show no body piercing, including multiple earrings in one ear.
- Show no body art; cover tattoos with clothing.
- Maintain fresh breath; if using breath mints, finish them before meeting the recruiter; do not use gum.
- Conduct a quick mirror check if possible; teeth clean, hair combed, shoes free of lawn debris or dirt, hands clean.

**Accessories**

Do not distract the interviewer by dangling accessories. Keep it simple. Make sure the focus is on YOU and your value (why they should hire you or grant you the seat in graduate/professional school).

To view a CareerSpots video on "Interview Dress for Women", go to:
www.careerservices.uab.edu.