**General Tips**

- Wear a conservative, two-piece matching business suit.
- Suit color should be black, dark gray or navy.
- It's okay to bring a professional bag or small purse.
- Avoid heavy makeup and perfumes. Maintain a natural look.
- Hair should be pulled back to frame the face.

**Shirt/Dress**

- Lighter colored professional button down shirt or blouse should be worn under your suit jacket.
- **OR**
  - Dark colored (black, grey or navy) conservative dress with matching suit jacket.

**Tights**

- During colder months, wear tights if you are wearing a skirt or a dress.

**Skirt/Pants**

- Knee-length skirts or pant suits are both appropriate. Do not wear skirts with high slits.

**Shoes**

- Shoes should be closed-toe 1-2' heel or be flat.

**Typical Women's Business Professional attire is most appropriate for:**
- Interviews, Job & Internship Expo, Sales Meet & Greet, employer lunches, client meetings, some work environments and presentations.
ELON UNIVERSITY
Porter Family Professional Development Center
Women's Business Casual

GENERAL TIPS
Do not confuse club attire with appropriate business attire.

Darker colors are recommended for evening networking and more formal events.

Nails should be trimmed and colored in a natural or pale pink polish.

Hats are not appropriate.

Hair should be pulled back to frame the face.

ACCESSORIES
Do not wear anything flashy or distracting.

Be careful with bracelets that dangle as they make noise.

No more than one pair of earrings.

SHIRT
Tailored shirts, blouses, knit sweaters and sweater sets are appropriate.

SKIRT/PANTS
Knee-length skirts or pant suits in khaki or darker colors are appropriate. Jeans are not acceptable. Pants should be wrinkle free. Do not wear leggings or skinny pants.

Typical Women's Business Casual attire is most appropriate for:
Receptions, employer information sessions, employer resume reviews, employer lunches and some work environments.
**GENERAL TIPS**

Wear a conservative dark-colored, two-piece matching business suit just remove the blazer.

A sports coat is fine.

Have hair neatly trimmed, including facial hair.

Avoid heavy cologne or other overpowering scents.

Nails should be clean and neat. No visible piercings or tattoos.

**SHOES**

Wear comfortable dress shoes. Athletic shoes and boat shoes are inappropriate.

**ACCESSORIES**

Wear a leather belt and leather shoes.

**SHIRT**

A pressed long-sleeved button-down shirt. Polo shirts (pressed) may be appropriate if the environment will be more casual or outdoors.

**PANTS**

Wear black or khaki pants (neatly pressed).

No stains or frayed edges.

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Typical Men’s Business Casual attire is most appropriate for: Receptions, employer information sessions, employer resume reviews, employer lunches and some work environments.
**TOP**

Lighter colored professional button down shirt or blouse should be worn under your suit jacket.

Dark colored (black, grey or navy) conservative dress with matching suit jacket.

**BOTTOM**

Knee-length skirts or pant suits are both appropriate. Do not wear skirts with high slits.

**GENERAL TIPS**

It is best to wear more conservative attire in darker colors such as a two-piece matching business suit (pant or skirt). It’s ok to bring a professional bag or small purse, but not both. Avoid heavy makeup, cologne or perfume. Have hair, including facial hair, neatly trimmed.

**TOP**

Wear long-sleeved, light colored, button-down shirt. We recommend a white cotton shirt. The tie should have a conservative pattern that ends at mid-belt.

**BOTTOM**

Jeans are not acceptable. Slacks should be wrinkle free.

**GENERAL TIPS**

For professionals that are genderqueer and don’t subscribe to conventional gender distinctions, it is important to understand the professional culture of the industry and company, along with your personal style and values to determine the best attire.