

BUSINESS CASUAL

Women

Men

Jewelry: Jewelry should be kept to a minimum. Try to stay away from chunky necklaces or bracelets that make noise when you walk.

Shirt: Sleek shirts, blouses or sweaters all work well. Be sure not to show cleavage and make sure your clothing is not see-through.

Pants/Skirt: Slacks are always a good choice, but if you choose to wear a skirt make sure it's knee length and comfortable for sitting.

Check the Fit: Wear clothing that fits appropriately. Shirts shouldn't pull in the front and pants shouldn't be too tight.



Shirt: Clean and pressed button-up shirts work well within a business casual setting. Choose one that isn't too bright or has a bold print.

Jewelry: Remove all visible jewelry before your interview except your watch or wedding ring.

Pants: Pressed pants like khakis or dark colored slacks are great choices. Be sure to tuck in your shirt and use a belt that matches your shoes.

Shoes: Closed-toe shoes like loafers or oxfords are professional yet casual.

BUSINESS PROFESSIONAL

Women

Men

Jewelry: Just like with business casual, jewelry should be kept to a minimum. Classic pieces like pearls and earring studs are always safe.

Add a Jacket: Go from business casual to business professional by adding a black, grey, or navy tailored jacket or blazer that matches your pants or skirt. Pair it with a tailored blouse or button-up underneath.

Nails: Well-manicured nails go a long way in a job interview. No long fingernails or bright nail polish. Try a neutral tone or none at all.

Pants/Skirt: A well-fitting black, grey, or navy pant suit or skirt suit is always appropriate for a business professional atmosphere. If you choose to wear a skirt, cover your legs with hose.

Shoes: Toes should be covered and shoes polished. Choose flats or a comfortable low heel, one that complements your pant length.



Shirt: Clean and pressed white or light blue shirts pair well with a suit of any color.

Tie: Your tie shouldn't draw attention, but pull together the rest of your outfit. Choose one that is all one-color or has a small print.

Suit: Wear a navy, charcoal grey, or grey business suit with a tie. If you don't own a suit, a sport coat with a pair of nice slacks will also work.

Shoes: Choose black polished shoes.

wku.edu/career

careerhelp@wku.edu | (270) 745-3095

Monday-Friday 10:00a - 4:00p | DSU Rm. 2001