

Professional Attire for Men and Women

HAIR

- Simple, conservative
- Get a haircut 3-5 days prior to interviews

DRESS SHIRT

- Starch-ironed
- Suggested: White/light blue

TIE

- Classic design
- Classic colors
- Bottom of tie should touch top of belt

SUIT

- Fitted
- Single-breasted
- Navy blue/black/gray
- Should match belt
- Do not button all buttons on the suit jacket - bottom button should be always be unbuttoned

HYGIENE

- Always wear deodorant
- Maintain fresh breath
- Avoid strong cologne
- Cover tattoos & remove piercings
- Nails should be neatly trimmed
- Clean shaven

JEWELRY

- Should be limited
- A watch and ring are acceptable

FOOTWEAR

- Should always match belt
- Should be polished and well-maintained
- Socks should be calf-length and should always match shoes (white socks are not acceptable)

HAIR

- Simple, conservative
- Natural hair color and pulled away from face

JEWELRY

- Limit jewelry to three pieces
 - Earrings (1), watch, ring, necklace, bracelet
- Bracelets/necklace/earrings should not jingle
 - Remove all piercings (one set of earrings is acceptable)

BLOUSE

- Starch-ironed
- Professional neckline/modest attire - no cleavage or gaps
 - Solid color

SUIT

- Fitted: Top and bottom
- Navy blue/black/gray

HYGIENE

- Always wear deodorant
- Maintain fresh breath
- Avoid strong perfume
 - Cover tattoos
 - Nails should be neatly trimmed/filed
 - Nail polish should be clear or a natural tone
- Simple, conservative make-up

ACCESSORIES

- Purse should be moderate size
 - Purse should match shoes

FOOTWEAR

- Should be polished and well-maintained
 - Closed-toe/low heel preferred
 - Hose should be nude or skin-tone



MOORE NORMAN
TECHNOLOGY CENTER

career-connection.mntc.edu

FRANKLIN ROAD CAMPUS
4701 12th Ave. NW
Norman, OK 73069

SOUTH PENN CAMPUS
13301 S. Pennsylvania
Oklahoma City, OK 73170

Career Connection
MNTC EMPLOYMENT SERVICES