

# Women's Business Casual

**Definition:** Less formal attire to wear during the day in the office. This look still exudes professionalism yet shows comfort and personality.

- Dress Pants, ankle pants, khakis, dresses and pencil skirts are acceptable in muted tones or small prints
- Skirt or dress length should be conservative (about an inch or two above the knee)
- Bottoms should be fitted, but comfortable to sit and walk in
- Keep a conservative neckline
- Clean and well-kept shoes such as flats, or heels less than 3 inches are acceptable



SNHU Career Development Events to dress **Business Casual** when attending:

- Panel Discussions
- Workshops
- Info Sessions

Statistics show that  
when meeting new  
people, the impact is:

7%  
from what we  
actually say

38%  
the quality of our  
voice, grammar and  
overall confidence

55%  
the way we dress,  
act and walk  
through the door

# Women's Business Professional

**70%**

of employers claim they  
DON'T want applicants  
to be fashionable or  
trendy

It's always better to be  
**overdressed**  
than underdressed



**Definition:** Formal attire that exudes professionalism. Can be worn for interviews, presentations or important business meetings. Typically this uniform includes a suit of some sorts with clean, crisp lines.

- Choose a solid, dark colored suit such as navy, gray or black instead of a patterned suit
- Make sure suit is well-tailored (buttons should not pull and shoulder's should not gap)
- Shirt or blouse should be tucked into skirt or pants
- Heels should be no higher than 2-3 inches
- Always wear pantyhose with skirts or dress
- The bottom hem of your pants should rest on top of the shoe
- Shirt cuffs should rest less than half an inch above the wrist

SNHU Career Development Events to dress  
**Business Professional** when attending:

- Resume Critique Night
- Career Expo
- Internship & Job Fair
- Prep Sessions
- Mock/On-Campus Interviews
- Formal Dinners

# Men's Business Casual

65%

of bosses say that dress could be the deciding factor between two similar candidates

**Definition:** Less formal attire to wear during the day in the office. This look still exudes professionalism yet shows comfort and personality.

- Dress pants, khakis and slacks are acceptable in tones such as brown, black and blue
- Collared shirts and sweaters still give you a professional yet casual look, without wearing a tie
- Ties are not mandatory for this casual look
- Nicely polished and well-kept brown/black shoes are a great option for casualwear

SNHU Career Development Events to dress **Business Casual** when attending:

- Info Sessions
- Workshops
- Panel Discussions

Southern  
New Hampshire  
University



# Men's Business Professional

SNHU Career Development Events to dress **Business Professional** when attending:

- Resume Critique Night
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**41%**

of employers said that people who dress better or more professionally tend to be promoted more often than others in their organization

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- Choose a solid, dark colored suit such as navy, gray or black instead of a patterned suit
- Make sure suit is well tailored  
(The suit coat should lay flat and shoulder pads should line up with the edges of your shoulders)
- Shirt cuffs should rest half an inch above the wrist, allowing a bit of your long sleeved shirt to show
- Keep tie colors and patterns simple
- Wear a belt that matches your shoe color to keep pants resting on top of your hips