

# APPEARANCE AND ATTIRE

*PA CareerLink Pittsburgh/Allegheny County offers additional help and resources for the entire job search process. Please see our workshop schedule or contact a staff member for more information.*

Remember that you only have one opportunity to make a first impression. When you are searching for a job, keep your daily appearance neat and clean because you never know when you might run into a business contact. Use our tips below when you are preparing for a meeting or when you are going on an interview. As part of your company research, you should find out what is common business attire for the company or the industry.

## Appearance:

- Brush your teeth and use mouthwash
- Shower and style your hair neatly
- Shave any facial hair (or trim in a tasteful style)
- Cut fingernails to a modest length and clean underneath
- Avoid any use of cologne or perfume
- Do not smoke before an interview
- Freshen breath *before* you enter the building of the interview
- Check appearance in a full length mirror in adequate lighting before leaving
- Make a final once over before you enter the interview or meeting

## Dress:

- Wash and iron your clothes
- Do not wear flashy jewelry
- Remove any lint or dandruff on dark clothing
- Pick conservative shoes, and clean and polish them
- Wear matching socks
- Choose an outfit that fits well - not too tight or loose
- Avoid any clothing with graphics
- Dress one step above the job for which you are applying
- Body piercings and tattoos are not necessarily acceptable; cover them appropriately

## Behaviors to Avoid:

- Biting your nails
- Shaking or tapping your foot/leg
- Bad posture
- Playing with your hair
- Rubbing your eyes or nose repeatedly
- Tapping a pencil or pen
- Do not chew gum or have a mint in your mouth
- Clearing your throat loudly
- Failure to make eye contact

## Quick Tips

- Smile
- Be confident
- Use mouthwash
- Be fully rested
- Avoid smoking
- Get a fresh haircut
- Have good posture
- Maintain eye contact
- Look like a potential employee

Pennsylvania  
**CareerLink**  
PITTSBURGH/ALLEGHENY COUNTY

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