**MEN**

- **Business Attire**: Two-piece suit; Blazers with slacks may suffice
- Solid colors and tighter woven fabrics rather than patterns or bold prints
- Solid colors or simple patterned ties
- No earrings
- Clean cut and shaven, no cologne
- Socks matching pants and high enough to cover legs when sitting
- Wear polished shoes

**WOMEN**

- **Business Attire**: Knee-length dress, jacket with knee-length skirt, or a pantsuit are acceptable. Low-cut blouses or dresses and miniskirts are unacceptable
- Tailored styles, solid colors
- Simple accessories and hosiery
- Modest jewelry, no perfume
- Closed-toe, basic-style shoes with little or no ornamentation. Spiked or stacked heels are unacceptable
- Hair neat, clean, and pulled back from face
- Conservative make-up. Neat nails using subtle nail polish colors

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**Remember...** You only get **one** chance to make a first impression

**When in doubt...** call to find out