



# Dress for Success

## MEN

### Grooming

- ✓ Clean shaven (or at least well-groomed)
- ✓ Short hair
- ✓ No lint or dandruff
- ✓ Clean fingernails
- ✓ No heavy fragrances
- ✓ Cover tattoos
- ✓ Pay attention to details
- ✓ No jewelry besides a watch, wedding ring and one other ring

### Coat Fit

- ✓ Sleeves: cuffs should end at wrist bone. Shirt sleeve cuff should extend 1/2" below coat cuff.
- ✓ Lapels: should not buckle outward when jacket is buttoned.
- ✓ Armholes: make sure they're cut high enough; otherwise, the coat will lift at the slightest arm raising.
- ✓ Vents: coat vent should lie flat.
- ✓ Always stay SANE: **S**ometimes the top button, **A**lways the middle button, **N**ever the bottom button.

### Shirt Fit

- ✓ Sleeve length should be 1" below wrist bone
- ✓ Collar shouldn't be too tight or too loose (slip 2 fingers between collar and your neck)
- ✓ Rear of shirt collar should rise 1/2" above suit coat collar
- ✓ Short sleeves are never acceptable formal business attire
- ✓ Pockets make a shirt less dressy

### Ties

- ✓ Resist "conversational" ties
- ✓ The rougher the weave, the more casual
- ✓ The smaller the pattern, the dressier the tie

### Shoes

- ✓ Darker than your suit, but in same color family

### Socks

- ✓ Same color as shoes or trousers
- ✓ Should conceal bare skin, even when sitting

### Belts

- ✓ Should be high-quality leather
- ✓ Shouldn't show obvious signs of wear

For help with your dress or any other career-related issue, come see us in the Career Center!

SUB 3100  
Monday-Friday 8am-5pm  
660.785.4353  
careers@truman.edu