

WHAT TO BRING TO THE INTERVIEW

- A professional, leather portfolio with a pad and pen. Though you should not take notes during the interview, you may want to have some prepared questions that you would like to ask the employer.
- Several copies of your resume
- Letters of recommendation (optional)
- Work samples (optional)

WHAT TO WEAR TO THE INTERVIEW

The first thing an employer will notice upon meeting you is the way you present yourself. Though organization culture can vary, the importance of professional attire cannot be overstated. By dressing appropriately, you demonstrate not only respect for the interviewer, but a larger understanding of professional etiquette. Though you should ultimately be evaluated and hired based on your skills and abilities, the image you project during the interview will certainly be taken into consideration.

It is strongly advised that you plan out what you are going to wear several days in advance. The morning of your interview is not the time to discover that your one business suit has a stain on it or doesn't quite fit as well as it once did.

Avoid smoking before your interview. Keep in mind that the consumption of garlic, onions, or alcohol can be detected on your breath and through your pores. This is especially true if you consume alcohol the night before your interview. To be on the safe side, save the celebration for AFTER you get the job offer!

Males

- Dark, conservative suit with matching conservative tie
- Pressed and starched, long-sleeved shirt
- Polished shoes
- Socks and belt that match the rest of your outfit
- Minimum use of cologne

Females

- Conservative, dark skirted or pants suit
- Closed-toe, medium-heeled shoes
- Minimal jewelry, perfume, and makeup
- Conservative nail polish
- Long hair should be pulled back
- Nude colored hose