



# Look Your Best

**W**hether you are being interviewed or are already working at a job, your appearance is important. This includes the way you dress as well as the way you walk and stand. How you look during an interview tells the employer how neat and professional you would be on the job.

Most employers will look you over and within a few minutes will form an opinion of you based on what they see. This is why it is important to know how you appear to others. In fact, how much people are paid depends a lot on how they look when they interview for a job.

Here are some basic rules for dressing properly:

## Do:

- Wear clean, wrinkle-free clothes.
- Make sure that no buttons are missing.
- Wear appropriate shoes in good condition (no tennis shoes).
- Make sure your hair is cut, washed and styled neatly.
- Be neatly shaved (men).
- Have clean and trimmed nails.
- Use deodorant.

## Don't

- Wear heavy perfume or aftershave.
- Use heavy makeup.
- Wear extreme hairdos, flashy or sexy clothing, dangling earrings or jingling belts.
- Wear jeans or T-shirts.
- Carry a big purse.
- Smoke or chew gum or tobacco.

**For example:** When Mary applies for a job as a waitress, she wears her best, most appropriate outfit for the job—possibly a nice skirt and blouse. She makes sure her clothes are clean and neatly pressed, her shoes are polished, and her hair is clean and neatly styled.

She knows she will be working with food and near customers, so she uses a minimum amount of makeup and perfume. She also keeps her hair and fingernails clean and neat.

When Harry goes to apply for a job, he wears clean and freshly pressed, dark-colored pants and a white or blue shirt. His hair is short, neat and freshly shampooed, and he makes sure his face is closely shaved.

Edited by  
**Rosemarie  
Hoffman**

Assistant Professor  
and Extension Individual  
and Family Development  
Specialist, The Texas  
A&M University System

*Show the employer that you are confident and really want that job.*

He feels much better when he is clean and has had a bath or shower. He can think about the interview and the answers to the questions he is asked because he is not worrying about his looks.

Another part of your appearance is the way you carry yourself. This includes the way you stand, speak and make eye contact. When you ask for an application for employment, be sure to look the employer in the eyes and speak clearly. This shows the employer that you have confidence in yourself.

Here are some ways you can show confidence:

- Start every day with a positive feeling, such as, "I have a chance of getting this job."
- Never visit a company feeling down on yourself or discouraged.

- Never interrupt someone to ask for an application.
- Speak with confidence and talk directly to the manager; do not look up at the ceiling or down at the floor.

When looking for a job, never take friends or relatives with you. If an employer wants to meet your husband or wife, you will be asked to bring him or her on the second interview.

This is very important, because it shows that you are independent. It also shows that you can balance family and work responsibilities. Also, never bring radios, food or drinks when job hunting.

In the space below, mark whether the job applicant has made a good decision about appearances.

Appearances Count in Job Interviews		
	Right way	Wrong way
1. Mary wears her new shorts to the interview.	_____	_____
2. John wears clean jeans when looking for a job as a laborer.	_____	_____
3. Jose has on a pressed shirt and pants.	_____	_____
4. Dave decides to apply at the Fish Inn. Since it's 12:30, he decides to eat and pick up an application while he's eating.	_____	_____
5. Maria lights a cigarette and asks the manager for an ashtray.	_____	_____
6. John is chewing gum during his job interview so he won't show his nervousness.	_____	_____
7. Vanessa wears her new miniskirt to look for a job.	_____	_____
8. Cedric is shy, so he doesn't look up during the interview.	_____	_____
9. Theresa knows she will never find a job.	_____	_____

Write down everything you will wear on your next interview:

I. Job interview at: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

What I will wear: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Always believe in yourself. Dress so that you feel and look good. Even though many other people are looking for the same job, figure out how you can appear to be the right person for the job.

You can be the best you can possibly be. Show the employer that you are confident and really want that job. The only way you can do this is if you feel good about yourself and about the way you look.

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This publication was developed from work originally done by Dorothy Taylor, former Extension Family Life Specialist, and Jeffrey J. Guidry, Assistant Professor of Health and Kinesiology, Texas A&M University, The Texas A&M University System.

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