



# *Dress to Impress Guide*



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# Women's Business Casual

<b>Pants/Skirts</b>	<ul style="list-style-type: none"><li>•Khaki, navy, dark gray, or black pants, no jeans</li><li>•Tailored pants so length is not too short or too long</li><li>•Skirts should end at the knee when standing and should cover the thighs when seated</li></ul>
<b>Shirts</b>	<ul style="list-style-type: none"><li>•Button-up blouse in a conservative color or small print</li><li>•Tailored knit sweaters or sweater sets</li><li>•Cotton, silk, or high-quality fibers</li><li>•No low-cut shirts</li></ul>
<b>Shoes</b>	<ul style="list-style-type: none"><li>•Leather or fabric/microfiber</li><li>•Closed-toe pumps, heels, or flats</li><li>•No stilettos or chunky platforms</li><li>•Conservative colors such as black, brown, or nude</li></ul>
<b>Socks/Hosiery</b>	<ul style="list-style-type: none"><li>•Sheer hosiery is most conservative</li><li>•Neutral, non-patterned colors that complement outfit</li></ul>
<b>Jewelry</b>	<ul style="list-style-type: none"><li>•Watches are appropriate</li><li>•1-2 earrings per earlobe</li><li>•Conservative in the amount and size of other jewelry worn</li></ul>
<b>Belt</b>	<ul style="list-style-type: none"><li>•Leather</li><li>•Match to shoe color</li></ul>
<b>Scarves</b>	<ul style="list-style-type: none"><li>•High-quality or silk scarves in conservative color or pattern</li></ul>
<b>Grooming</b>	<ul style="list-style-type: none"><li>•Nails should be clean and well-groomed</li><li>•Keep hair and makeup conservative</li><li>•Avoid extremes of nail length and polish color</li><li>•No strong perfume</li><li>•Deodorant should be worn</li></ul>
<b>Purse/Bag</b>	<ul style="list-style-type: none"><li>•No bag, small and simple, neutral colored one, or one that complements outfit</li><li>•Padfolio</li></ul>

# Women's Business Casual



# Women's Business Professional

<b>Suit</b>	<ul style="list-style-type: none"><li>•A two-piece matched suit in navy, dark gray, or black</li><li>•Solid color or subtle pattern</li><li>•Wool, wool blend, or high-quality fibers</li><li>•Tailored pants so length is not too short or too long</li><li>•Skirts should end at the knee when standing and should cover thighs when seated</li></ul>
<b>Shirts</b>	<ul style="list-style-type: none"><li>•Button-up blouse in a conservative color or small print that coordinates with suit</li><li>•Knit shell is also appropriate underneath your suit jacket</li><li>•No low-cut shirts</li></ul>
<b>Shoes</b>	<ul style="list-style-type: none"><li>•Leather or fabric/microfiber</li><li>•Closed-toe pumps or heels</li><li>•No stilettos or chunky platforms</li><li>•Conservative colors such as black, brown, or nude</li></ul>
<b>Socks/Hosiery</b>	<ul style="list-style-type: none"><li>•Sheer hosiery is most conservative</li><li>•Neutral, non-patterned colors that complement suit</li></ul>
<b>Jewelry</b>	<ul style="list-style-type: none"><li>•Watches are appropriate</li><li>•1-2 earrings per earlobe</li><li>•Conservative in the amount and size of jewelry worn</li></ul>
<b>Belt</b>	<ul style="list-style-type: none"><li>•Leather</li><li>•Match to shoe color</li></ul>
<b>Scarves</b>	<ul style="list-style-type: none"><li>•High-quality or silk scarves</li><li>•Conservative colors and patterns</li></ul>
<b>Grooming</b>	<ul style="list-style-type: none"><li>•Nails should be clean and well-groomed</li><li>•Keep hair and makeup conservative</li><li>•Avoid extremes of nail length and polish color</li><li>•No strong perfume</li><li>•Deodorant should be worn</li></ul>
<b>Purse/Bag</b>	<ul style="list-style-type: none"><li>•No bag or small and simple, neutral colored one, or one that complements your suit</li><li>•Padfolio</li></ul>

# Women's Business Professional



# Men's Business Casual

## Pants

- Khaki, navy, dark gray, or black pants, no jeans
- Tailored pants so length is not too short or too long

## Shirts

- Long-sleeved button-up
- Short-sleeved polo shirt tucked in

## Shoes

- Leather, lace-up, or slip-on business shoes
- Black or brown color

## Socks

- Dress socks, mid-calf length so no skin is visible when you sit down

## Jewelry

- Watches are appropriate
- Earrings should be removed

## Belt

- Leather
- Match to shoe color

## Ties

- Not required, but if in doubt, wear one

## Grooming

- Nails should be clean and well-groomed
- Hair and any facial hair should be clean, styled, and well-groomed
- No strong cologne
- Deodorant should be worn

## Bag

- No bag or small, neutral colored briefcase
- Padfolio

# Men's Business Casual



# Men's Business Professional

## Suit

- A two-piece matched suit in navy, dark gray, or black
- Solid color or subtle pattern
- Wool, wool blend, or high-quality fibers
- Tailored pants so length is not too short or too long

## Shirts

- Long-sleeved button-up
- White, light blue solid, or conservative stripes

## Shoes

- Leather, lace-up, or slip-on business shoes
- Black or brown color

## Socks

- Dress socks, mid-calf length so no skin is visible when you sit down

## Jewelry

- Watches are appropriate
- Earrings should be removed

## Belt

- Leather
- Match to shoe color

## Ties

- High-quality or silk ties
- Conservative colors and patterns

## Grooming

- Nails should be clean and well-groomed
- Hair and any facial hair should be clean, styled, and well-groomed
- No strong cologne
- Deodorant should be worn

## Bag

- No bag or small, neutral colored briefcase
- Padfolio



# Men's Business Professional

