

Your Professional Wardrobe for...

WOMEN

# Building your Professional Wardrobe

- Buy the essentials
  - A black pencil skirt, a white blouse, wide leg trousers (in gray, black or tan), black pumps and an elegant hand bag.



# The Specifics for Women

- Suits
  - Pants or skirt with a matching jacket
  - Best material is pure wool or a wool blend. Color: navy, charcoal gray and black are all acceptable. Patterns, if any, should be muted. Choose a conservative style that is versatile.
- Shirts
  - Best material is cotton or cotton blend. Long sleeve shirts are more professional than short sleeve.



# The Specifics for Women

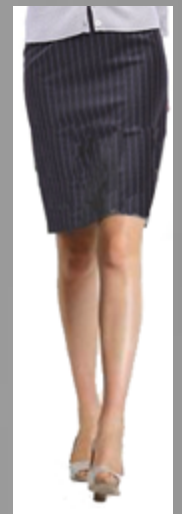
- Blouses
  - Tops can be button ups, turtle necks, shells, or fashion blouses.
  - Keep colors neutral, don't wear loud colors or patterns.
  - Whatever you wear make sure it keeps you covered



# The Specifics for Women

- Skirts

- Should be a modest length, no shorter than 2 inches above the knee. The skirt should still cover your thighs when sitting. Make sure the skirt is appropriate for walking, climbing stairs and sitting. Lengths can be long. Slits are appropriate if not too long. Skirts for professional wear should be fitting but not clingy and not flowing. Flowing skirts are more “Casual Casual” to “Business Casual”.



# The Specifics for Women

- Jewelry

- post earrings, a modest necklace, and few rings are acceptable. No dangling earrings, loud and noisy necklaces, or rings on every finger. Keep the ring count down to one per hand. Broaches are acceptable to add a little color to a jacket or sweater.



# The Specifics for Women

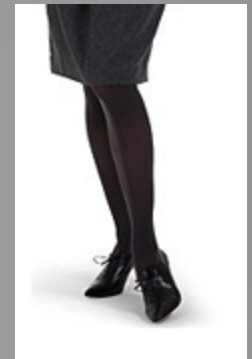
- Shoes

- must be clean and polished. Wear comfortable ones. Heels should be no higher than two inches. Closed toe pumps are preferred, however open toed shoes are acceptable for a more casual look.



- Socks/ Hosiery

- the only requirement of socks is that they match the color of your shoes and slacks, and that they cover your ankles and/or reach mid calf. Hosiery must be worn with skirts. Hosiery must be plain, neutral colored. Exposing skin due to short socks or no hosiery is not professional.





# The Specifics for Women

- Grooming
  - Keep hair out of your face and brushed.
  - Nails should be painted a natural color, don't match your nails to your outfit.
  - Makeup should look natural, and clean. Too much color can be distracting.
  - Keep nails, and teeth well maintained.





# The Specifics for Women

- Accessories
  - should be kept to a minimum.
  - handbags should match your outfit, as well as scarves and/or belts.
- Body Modifications
  - Tattoos should be covered, whether with clothing, shoes or make up.
  - Piercings: The only piercings allowed are one hole on each ear. Any other type of piercing should be covered or removed. Think wisely before you get something done, even if you get your nose pierced you will still have a scar your employer might see.

# The types of Dress...

- “Business Professional”
- “Business Ready”
- “Business Casual”
- “Casual Casual”

# WOMEN What to Wear: “Business Professional”

- Think like what you would wear for an interview
  - Slacks or a modest skirt, a matching jacket, a button up shirt or equivalent blouse, closed toe plain heels
  - Sweaters are allowed if you have a nice button up shirt underneath



# WOMEN What to Wear: “Business Professional”

- The goal for business professional is to look the best you can
- The way you dress represents you and your company

Rule of thumb: If you have to question an item, don't wear it.

# WOMEN What to Wear: “Business Ready”

- “Business Ready” is defined by being one simple change away from business professional
  - Taking over as the new “Business Casual”
- By keeping a neutral colored jacket and a pair of polished shoes in your office you can be “Business Professional” in minutes

# WOMEN What to Wear: “Business Ready”

- Modest skirt or pants and an appropriate blouse
  - By adding a jacket and closed toe black pumps you have a complete outfit



# WOMEN What to Wear: “Business Casual”

- Very hard to define, each office has a different point of view
- 
- Ranges from not wearing a jacket, to wearing jeans and sandals

Our advice: Keep it neutral, keep it covered, keep it classy.



# WOMEN What to Wear: “Business Casual”

- Wear some neutral colors, but add one pop of color for a more casual look.
- Staying covered is *always always* a safe bet
  - Do not wear a low neckline or a mini skirt
- Keep your attire classy and timeless
- Don't experiment with new clothes or radical colors



# WOMEN What to Wear: “Casual Casual”

- Think of what to wear at a company picnic
- Includes: Jeans, casual pants, t-shirts, tennis shoes
- DOES NOT include:
  - Short shorts, spaghetti strap tank tops, tube tops, or shirts with profanity or graphics

*Know what is appropriate!*



# REMEMBER:

## DO's and DON'TS

- DO:
  - Wear deodorant, brush your teeth, trim and polish nails, brush your hair
  - Wear appropriate jewelry
  - Wear natural looking makeup
- DON'T:
  - Don't wear overpowering cologne or perfume
  - Don't try out elaborate hairstyles
  - Don't wear trendy clothing, keep it classic

*“Keep it neutral, keep it classy, keep it covered”*

Examples:

# What would you consider this as...



1.

“Business  
Ready”

2.

“Business  
Ready”

3.

“Business  
Professional”

4.

“Business  
Professional”

# What would you consider this as...



“Business Professional”



“Business Professional”

# What would you consider this as...



“Business Professional”



“Business Professional”



# What would you consider this as...



+



“Business Ready”

= “Business Professional”

# What would you consider this as...



“Casual Casual”



“Casual Casual”



“Casual Casual”

# What would you consider this as...



Not acceptable!

Shorts are rarely allowed in the office. Be safe, wear a skirt or pants!

# What would you consider this as...



Not Acceptable!

Way too much skin. Dress modestly, leave room  
for the imagination.

What would you consider this as...



Not acceptable!

Facial piercings are not allowed in the work place, and make you look less professional. Cover it up or take it out!

# What would you consider this as...



Not Acceptable!

Flip flops are rated as one of the most unprofessional things you could wear to work. Depending on what style of dress you are aiming for, be conscious of how much of your feet should be covered. The more covered, the more professional.

# What would you consider this as...



Not Acceptable!

Showing this much skin and wearing bright colors like this is not appropriate for the work environment



# What would you consider this as...



Not acceptable!

Leggings should never be worn as an alternative to pants in the office.