

# the STYLISH PROFESSIONAL

## How to build a work wardrobe

### BUSINESS PROFESSIONAL

#### MALE

Wear a solid blue or white dress shirt.



**Avoid** a button-down collar and fancy colors

**Avoid** more complex three or one-buttoned suits



The suit should hug your shoulders in a firm but friendly way

The top button should close with a slight hug. Ensure closing it doesn't cause an "X" shape pulling of the fabric

Your trouser break should cover your socks by a couple inches and break just over the top of your shoes

#### FEMALE

Your neckline should be relatively conservative with no cleavage



**Avoid** tight fitting clothes

Generally, a short heel should be worn



It's important that you wear a long sleeve

Dresses should come to just below or just above your knees and aren't too tight

### BUSINESS CASUAL

#### MALE

Stick to the top button undone but no more

Different colored or patterned shirts can be worn because of the lack of tie and jacket

Ensure that you keep your shirt tucked and that you're still wearing a belt that matches your shoe color



#### FEMALE

Business casual means that you can lose the jacket and be more liberal with the cut and color of your clothes

Wearing a collared shirt is generally advised but you may wear it lower or in a non-traditional color



Dresses are often acceptable as long as they aren't super tight or short



### SMART CASUAL

#### MALE

Shirts can be worn un-tucked, polo's and sweaters are also options. Continue to avoid t-shirts



Chinos or jeans can be worn as long as they are neutral colors like blue or black

Shoes should still be smart, that means no sports trainers or sneakers



#### FEMALE

Avoiding patterns and prints is best, sticking to solid colors is advisable. If you want to add some interest to your outfit consider a textured top

More casual pants like jeans can be worn but they should not be ripped or patterned. Keep them blue or black

Jewelry should continue to be kept to a minimum

Shoes can be more casual like flats or clean pumps

