



# CAREER CLOSET



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# DRESS FOR SUCCESS





# WHAT IS BUSINESS CASUAL



## WHAT TO WEAR:

### CHINOS

- Chinos are great because they boost the appeal of casual looks, but they are still quite laid-back.
- You will want chinos in all the classic colors for maximum versatility. Black, navy, khaki and beige are recommended.
- Make sure your chinos are a slimmer fit and aren't too long or too short. Once you find a style or brand that works well for you, invest in several pairs and colors so you can ensure all your looks are consistently polished.



# WHAT IS BUSINESS CASUAL



## WHAT TO WEAR:

### SHIRTS

- These traditional shirts work well as long as they are well-tailored, made from high-quality materials, and of course, ironed or steamed.
- A few good button-down shirts are a must for any business casual wardrobe.
- They are flattering, versatile and work well with tailored pants, chinos and under jackets, cardigans and blazers alike.



# WHAT IS BUSINESS CASUAL



## WHAT TO WEAR:

### SHOES

- Brogues, monk-straps, loafers and Oxfords are good business casual shoe choices but think about changing the types of materials you prefer.
- Suedes and matte leathers are adaptable and will lend more of a relaxed vibe to a look.
- Black is classic and works well with crisp white shirts, but use business casual as a way of introducing more color to your looks.
- Dusty brown is recommended as it works great alongside other neutral tones like beiges and tans and also complements navies, emerald greens and rich burgundies.



# WHAT IS BUSINESS CASUAL

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## CASUAL



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## WHAT TO WEAR:

### BLAZERS

- Blazers for business casual shouldn't be too formal, yet should still have a dressed-up element to them.
- Opt for blazers without too much structure as this will read professional but not overly conservative.
- The fit is important, and you do not want something that overwhelms your look. Blazers in staple colors will ground your looks and lend a classic edge to your clothing choices.



# WHAT IS BUSINESS CASUAL



## WHAT TO WEAR: JEANS

- A straight-leg style in black or a dark blue hue makes a particularly suitable choice.
- Make sure they have no rips and aren't too faded to ensure you appear polished instead of sloppy.
- Wearing smart items, such as an Oxford shirt and derby shoes, look great, but it'll also elevate your look to an appropriate level.



# WHAT IS BUSINESS CASUAL



## WHAT TO WEAR:

### CARDIGANS AND SWEATERS

- Opt for round neck cable knit sweaters for a clean, classic aesthetic
- For cardigans, shawl neck versions, are the best choice ensure these cardigans fit well and are of good quality because they can be worn countlessly.
- If you want something more relaxed, opt for grandpa-style cardigans which are minimal but still work well for your office looks.



# WHAT IS BUSINESS CASUAL



## WHAT TO WEAR:

### JACKETS

- A stylish bomber jacket can make a great option. Just make sure that you pick one in a dark color or neutral hue to ensure it appears polished.
- Likewise, dark denim jackets can also be appropriate for the office, so long as you pair them with a smart outfit.
- For a stylish look, try pairing a business casual jacket with a pair of chinos, derby shoes and an Oxford shirt. If you still feel a little underdressed, consider adding a tie to your look.



# WHAT IS BUSINESS CASUAL



## WHAT TO WEAR: ACCESSORIES

- A pocket square that corresponds well with your tie will accent your accompanying clothing.
- Do not go for overly vivid or bright colors and patterns; observe the formality of the job.
- Don't go for a bulky suitcase; rather opt for a structured envelope bag or slender briefcase in a good quality leather if you're carrying important documents.
- Cufflinks and a quality watch are also a nice addition that will boost looks in a subtle but stylish way.



# WHAT IS BUSINESS FORMAL



## WHAT TO WEAR:

### SUITS

- Employers like to imagine you being part of their office, so professionalism should be maintained in your interview attire.
- A two-piece suit is ideal; it registers clean and simple. Tailoring is also paramount; your suit should fit appropriately. A two-piece suit in a dark color is highly recommended for a job interview.
- Stick to the classics; navy or charcoal grey work perfectly when tailored and reads friendly and approachable to your interviewer.



# WHAT IS BUSINESS FORMAL



## WHAT TO WEAR:

### DRESS SHIRT

- Lighter toned shirts always work better in a professional context, so stick to the classics; a crisp bright white or a powder blue shirt will do the trick.
- Also be mindful of the type of collar you go for, opt for straight collared shirts as opposed to button-down collars for a more formal touch.
- Oversized shirts are not great, opt for fitted styles



# WHAT IS BUSINESS FORMAL



## WHAT TO WEAR:

### SOCKS

- Socks can be a great way to demonstrate your personal style in an office setting, but for your interview, play it safe.
- Go for darker shades to complement your suit and if you are going for a print opt for traditional and subtle tones.
- Also, ensure that your socks are not too short.



# WHAT IS BUSINESS FORMAL



## WHAT TO WEAR:

### TIE

- Do not wear a slim or extra wide tie, strike a balance and go for a standard width tie in a conservative color or pattern.
- Much like your shirt and suit, keep your tie style and colors clean and classic.
- Burgundies, emerald greens, navies and other traditional shades are perfect and will complement your accompanying clothing.

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# DRESS FOR SUCCESS





# WHAT IS BUSINESS CASUAL



**WIDE LEG**



**CROPPED**



**BOOT**



**SKINNY**

## WHAT TO WEAR:

### DENIM

- Always a Do: If denim is permitted go for a well tailored jean (wide leg or boot cut), in a dark wash, and dress it up with a pair of heels or a silk blouse.
- Always a Don't: Anything that's torn (even on purpose), stretched out and baggy as a result of overuse, skin tight, or so low slung that you fear sitting down at a meeting.



# WHAT IS BUSINESS CASUAL



## WHAT TO WEAR:

### PANTS

- Cropped, wide-leg, straight or slim pants are an excellent choice for women who must adhere to a business casual dress code.
- Choose a pair of pants in a neutral shade like black, tan or a dark hue, such as burgundy or navy. A simple print can also be appropriate.
- When it comes to fabrication, selecting a pair with a little stretch will ensure maximum comfort when sitting down.



# WHAT IS BUSINESS CASUAL



Pencil

Jean

Crosby

## WHAT TO WEAR:

### SKIRTS

- Skirts are not only stylish, but versatile. Pencil skirts are always appropriate, but don't rule out A-line and pleated styles.
- Instead, just ensure the length and slit, if it has one, is suitable for your work activities such as walking, climbing stairs, or sitting.
- Keep length at knee level if not an inch above. Pairing with tights or stockings can help with the amount of bare skin showing at the office.



# WHAT IS BUSINESS CASUAL

## CASUAL



## WHAT TO WEAR:

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## DRESSES

- Although pants are a great option for business casual attire, dresses can add a some diversity to your work wardrobe.
- Dresses can also provide a polished femininity that's perfect for business women. Just ensure that you pick appropriate styles, such as pencil, wrap or A-line designs, and that the length and fit are ideal for the office.



# WHAT IS BUSINESS CASUAL



Cardigan



Crew Neck



Mock Neck



## WHAT TO WEAR:

### SWEATERS

- Sweaters are an excellent addition to any business casual wardrobe. They are ideal for winter, as well as providing an extra touch of warmth when required.
- Invest in a variety of sweaters in a range of basic colors, then wear them as tops with pants and skirts or layer them over shirts and dresses



# WHAT IS BUSINESS CASUAL



Pea-Coat



Blazer



Wrap-Coat



## WHAT TO WEAR:

### JACKETS/BLAZER

- When trying to keep your outerwear appearing professional, opt for smart jackets and blazers in classic colors, such as black or navy.
- Also, make sure that you select well-fitting designs that are comfortable to wear.



# WHAT IS BUSINESS CASUAL



Sleeveless Top



Blouse



Collard Shirt



## WHAT TO WEAR:

### TOPS

- Shirts aren't the only tops you can wear to work. Other styles, such as keyhole blouses, long sleeve styles, and even smart tanks, can all be ideal for the office so long as you ensure the neckline is modest.
- Cleavage is not appropriate for the work place.
- As for color, feel free to experiment with pops of pastels and jewel tones as well as subtle prints. Just add classic pants or a skirt to balance any loud colours or patterns.



# WHAT IS BUSINESS CASUAL



Mid - Heel



Ankle Boot



Loafers



## WHAT TO WEAR:

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### SHOES

- When it comes to business casual shoes women have many fantastic options, including flats like loafers, brogues and ballet shoes, heels like comfortable kitten and block styles and boots, which are ideal for winter.
- Whichever you pick, just ensure they're comfortable, un-scuffed and that any heel is an appropriate height. Also, keep embellishments, such as buckles and studs to a minimum.



# WHAT IS BUSINESS CASUAL



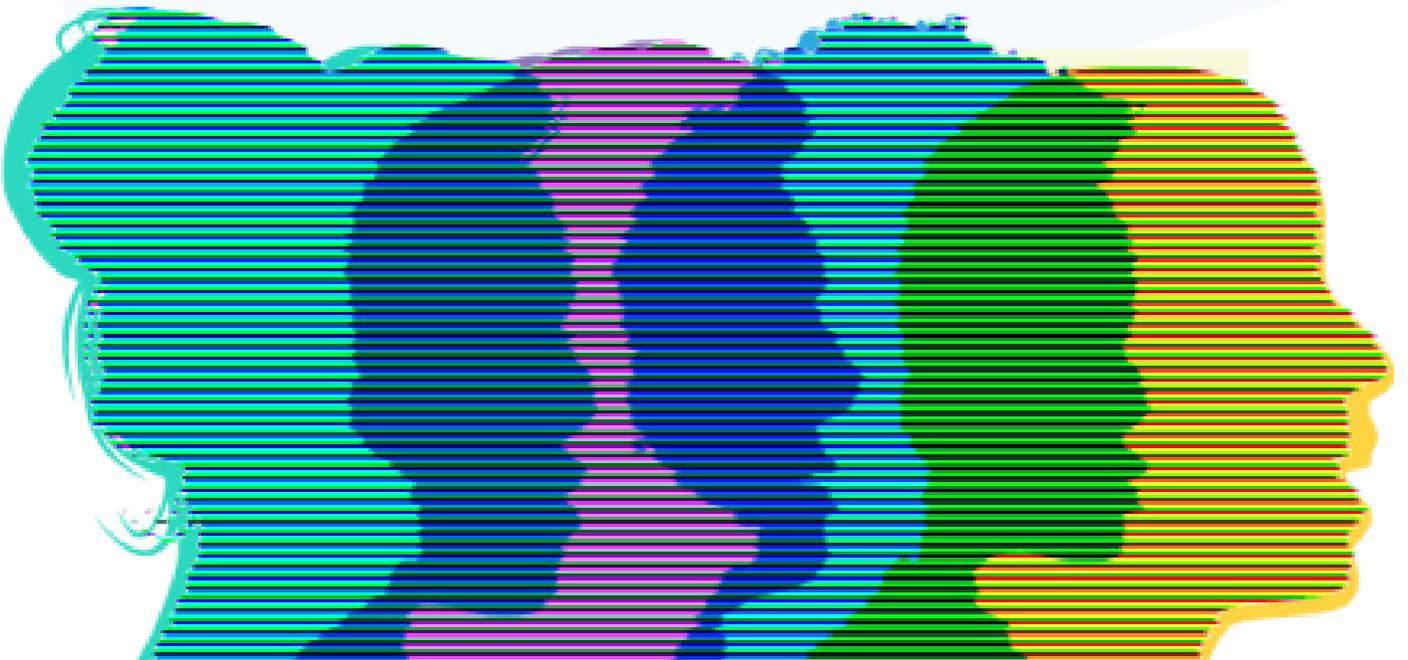
## WHAT TO WEAR: ACCESSORIES

- Match your metals
- Match your leathers
- Accessorize one wrist only
- Know how much is too much (One Statement piece is enough)
- Keep your aesthetic consistent
- Try out new things

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# DRESS FOR SUCCESS





# BEYOND THE BINARY



## WHAT TO WEAR: BEYOND THE BINARY

- **Confidence is key** from the get-go, and it is hard to be confident if you are uncomfortable in your clothing. Wear clothing that matches your gender identity, but also allows you to feel safe.
- **Consider a daily uniform.** To avoid decision fatigue and make your mornings smoother, create a look you can wear every day. Wearing a uniform isn't new, as demonstrated by the likes of Mark Zuckerberg and Barack Obama, who live this way. This can help you save brainpower, time, and help you always feel good in what you are wearing. If you do not have access to clothing you feel comfortable in, seek out local resources and check out your near-by thrift shop.
- **Observe the level of professionalism.** Unless there is an industry standard, opt for business casual or perhaps more professional attire for your first day on the job. Take note of how other employees are dressed and base your degree of professional attire accordingly. To get a jump start on the standard dress code, you can also give a call to human resources ahead of your first day of work.



# BEYOND THE BINARY



## WHAT TO WEAR: BEYOND THE BINARY

- Find silhouettes and fits that feel affirming to your body. when shopping, try on different sizes and observe how they all fall and frame your body. Take note of the shapes that look good to you and lean towards those.
- Play with different accessories that add a refined tone to your outfit. Things like watches, a nice belt, and clean, polished shoes will elevate your look.
- Find staples in your wardrobe that you can build your daily uniform.
- Find yourself in a companies policies (dress code); keeping your identity within the business culture.
- Contact HR to clarify expectation & find your footing within the culture.
- Research state laws, based on discrimination based on gender expression in public and private employment, Connecticut for instance bans discrimination based on gender expression. Laws change constantly so make sure to get up to date information.



# QUICK TIPS GUIDE -SHAPEWEAR-



STYLE	SHAPE	COLOR	FEATURES
<b>UNDERBUST SHAPING DRESS</b> PERFECT SHAPING SLIP UNDER ANY DRESS		 	<ul style="list-style-type: none"> <li>✓ Full Tummy Control</li> <li>✓ Smooths Hips</li> <li>✓ Detachable Straps</li> </ul>
<b>UNDERBUST FULL BODY SHAPER</b> FULL BODY CONTROL FOR THE SLEEKEST SILHOUTTE		  	<ul style="list-style-type: none"> <li>✓ Full Tummy Control</li> <li>✓ Smooths Hips</li> <li>✓ Lift Bottom</li> <li>✓ Trims Thighs</li> <li>✓ Detachable Straps</li> </ul>
<b>MID WAIST THIGH SHAPER</b> A QUICK BOOTY LIFT AND THIGH TRIM		 	<ul style="list-style-type: none"> <li>✓ Lower Tummy Control</li> <li>✓ Smooths Hips</li> <li>✓ Lift Bottom</li> <li>✓ Trims Thighs</li> </ul>
<b>UNDERBUST SHAPING BRIEF</b> EVERYDAY TUMMY CONTROL		 	<ul style="list-style-type: none"> <li>✓ Full Tummy Control</li> </ul>
<b>UNDERBUST SHAPING THONG</b> INVISIBLE TUMMY SHAPING		 	<ul style="list-style-type: none"> <li>✓ Full Tummy Control</li> <li>✓ No Panty Lines</li> <li>✓ Detachable Straps</li> </ul>
<b>UNDERBUST CORSET WITH GARTERS</b> SEDUCTIVE SLIMMING		 	<ul style="list-style-type: none"> <li>✓ Full Tummy Control</li> <li>✓ Detachable Straps</li> <li>✓ Garter Attachments</li> </ul>



# QUICK TIPS TAILORING



## -JACKETS-

- Check the shoulders and chest. The jacket needs to fit in these places, as they're the hardest to alter.
- Your lapel jacket collar should lie flat against the front panels and the buttons should hang close to your stomach.
- The shoulder seams should rest at the corner of your shoulder, and the sleeves shouldn't have indents below the seam.
- Cuffs of your shirt should protrude about a quarter to half an inch from the jacket's sleeves, when you're standing with arms hanging by your side.
- When your top button is closed, the jacket should show no X-shaped stretching.
- The back of the jacket should just about cover your butt.



## -SHIRTS-

- Shoulder seams should rest on the edge of your shoulders; not on top of them and not over them.
- The cuffs of your shirt should end at the dimple of your wrist.
- There's no stretching of fabric around the chest or the buttons.
- When you tuck the shirt in, there is no excessive billowing around the waist.
- You can fit two fingers between the collar and your neck; no more and no less.
- The collar should just graze your neck without constricting it. If turning your head causes the collar to turn with it, the collar is too tight. You should be able to comfortably fit two fingers inside of your buttoned collar without it tightening against your skin.



## -TROUSERS-

- Your pants should feel comfortable around the waist. Always try pants on without a belt. You should be able to keep them up on your own and they should not fall down when wearing them without a belt, but they shouldn't be pinching your waist either.
- The front of your pants leg should have a slight break, where it meets your shoes.
- The back of your pant leg should just reach the top of your shoe's sole.
- The fabric at the end of the legs shouldn't puddle.
- Most trousers will need adjustments after you buy them to get the necessary fit.



# QUICK TIPS TAILORING



## -SUGGESTIONS-



- Ignore the size! Look for something that fits your widest body part, and then tailor everything else down.
- All women, especially those with a large bust line, should avoid sizing down into too-small shirts to get a snug fit at the waistline. You almost always want a garment to contour your waistline, but achieve it through tailoring.
- For the most flattering skirt or cropped pant length, whether a mini, knee, midi, or ankle length, always hem to the point on your leg that begins a taper.
- Pants should fit nicely through the hips, not too baggy and not skintight. They should be hemmed specific to the shoe height you will be wearing. Hem pants so there is a slight break in the front and no more than 1/2 inch from the floor in the back. This will create the illusion of leaner, longer legs.



# GUIDE TO MATCHING PATTERNS



Quick Tips for

## Mixing Shirt & Tie Patterns

Matching solid dress shirts with solid ties can get boring if your profession requires wearing both each day. Adding and mixing patterns is an easy way to diversify your look. Here are four rules to keep in mind as you experiment with different combinations.



### Selecting Stripes

When mixing stripes be sure they are of a different scale.

Using a tie that features a contrasting color in its stripes is a good way to emphasize the shirt beneath.

### Coordinating Checks

Avoid creating a busy look by using a tie with larger checks than the shirt.

A similar color theme between both will help you achieve a unique and professional look.



### Color Coordination

When coordinating colors between your tie and shirt the accents in the tie's pattern should feature the dominant color of the shirt.

Notice how the medallions highlight the blue shirt.



### Pairing Patterns

Mixing two bold patterns may seem intimidating, but you'll enjoy the payoff when you've done it correctly.

The chief rule to follow is to ensure the patterns are not the same size. The shirt's pattern should be noticeably smaller or larger than that of the tie.





# QUICK TIPS GUIDE -FOUR IN A HAND-

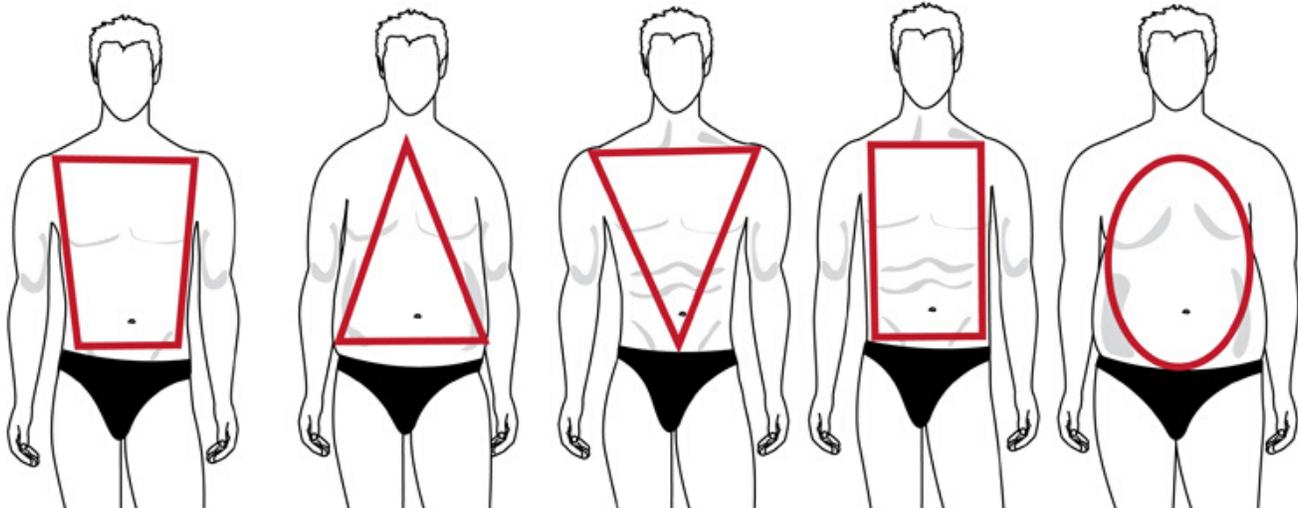
	<p>Start with narrow side nearly to the waist. Cross wide side over.</p>	<p>Cross the wide side underneath the narrow side.</p>
<p>Cross over the narrow side again; bring wide side up under the chin.</p>	<p>Push wide side into loop made from crosses.</p>	<p>Tighten and straighten your tie. Pinch tie under knot (optional).</p>

# -BOWTIE-

<p>Start with tie around neck, allowing the left end (A) to be a little longer than the right end (B). Cross end A over end B.</p>	<p>Take end A and tuck it up in the hole between your neck and tie.</p>	<p>Fold end B at widest part, holding it sideways. It should look bow-shaped.</p>
<p>Drop end A over folded end B. Fold end A up (insert).</p>	<p>The tricky part. Pass folded end A under and behind folded end B on your left and through the loop behind folded end B (insert).</p>	<p>Tighten knot by holding both folded ends and pulling carefully. Straighten as needed.</p>



# QUICK TIPS GUIDE



## TRAPEZOID BODY SHAPE

**Choose:** Vertical stripes will make you appear a little taller. Checks and plaids add horizontal bulk, so pick which one you need based on your height.

**Avoid:** The biggest no-nos are anything loose and saggy.

## TRIANGLE BODY SHAPE

**Choose:** Jackets with shoulder padding and a narrow athletic cut will emphasize your shoulders and make the top half of your body appear more weighted, giving you more balanced proportions. Fit at the shoulders is the #1 priority when it comes to sizing a jacket, and that's especially true for you. Tailors are your friend.

**Avoid:** Avoid double-breasted jackets - they can make you look bulky.

## INVERTED TRIANGLE BODY SHAPE

**Choose:** Close-fitting clothes reduce visual clutter and show clean, sharp look. Wearing slim-fit shirts is great but remember to size up. You want to hint subtly at your fitness, not scream it by wearing figure-hugging clothes.

**Avoid:** Jackets and blazers with shoulder pads - your natural body shape already has enough width in the shoulders. Avoid skinny jeans and extra slim fitted trousers because these will make your top half look disproportionately wide.

## RECTANGLE BODY SHAPE

**Choose:** Find a suit jacket with as many pockets as possible, as this helps to draw the attention away from the straightness of your figure and helps to create more horizontal lines on your body.

**Avoid:** Instead of tight or slim fit trousers (these will emphasize your thin legs) go for a more relaxed fit (straight cut) instead.

## OVAL OR APPLE BODY SHAPE

**Choose:** Trousers and shirts or sweaters which are the same color will create a slimming effect. Avoid contrasting colors, which will draw attention to your larger stomach area. Opt for navy or charcoal; darker colors are more slimming.

**Avoid:** Avoid pants which bunch at the bottom of your leg. This will draw attention to this area and make your legs appear shorter than they actually are.



# QUICK TIPS GUIDE



## DRESS FOR YOUR: *Body Shape*

	<p><b>RECTANGLE SHAPE</b></p> <ol style="list-style-type: none"> <li>1. Undefined Waist</li> <li>2. Smaller Bust</li> <li>3. Less curves</li> </ol> <p>Use pieces that will emphasize and bring attention to your bust and waist.</p>	<p><b>TOPS</b></p> <p>Fitted blazers Relaxed tops Cap sleeves Embellished shoulders <b>Avoid:</b> Square neck and fitted tops.</p>	<p><b>BOTTOMS</b></p> <p>Skinny jeans with large back pockets A-line and pencil skirts (belted ones are better) <b>Avoid:</b> straight skirts and flared/baggy styles.</p>	<p><b>DRESSES</b></p> <p>Cap sleeves Defined waist Belted waist such as A-lines and pencil bottom <b>Avoid:</b> straight or super flared dresses</p>	<p><b>SHOES</b></p> <p>Flats and heels of all heights <b>Avoid:</b> really thin heels if you are thin.</p>
	<p><b>INVERTED TRIANGLE SHAPE</b></p> <ol style="list-style-type: none"> <li>1. Broad shoulders</li> <li>2. Top heavy</li> <li>3. Legs and hips are narrow</li> </ol> <p>Use pieces that tone down top half and add volume and curves to your bottom.</p>	<p><b>TOPS</b></p> <p>V-necks &amp; wrap tops Asymmetric tops Choose darker colors for tops, brighter bottoms <b>Avoid:</b> Shoulder Pads and shoulder detailing.</p>	<p><b>BOTTOMS</b></p> <p>Palazzo pants and other relaxed fit pants A-line and flared skirts Boot cut jeans <b>Avoid:</b> pencil skirts and skinny jeans</p>	<p><b>DRESSES</b></p> <p>Narrow V-necks &amp; wrap style dresses A-line and dresses with full skirts <b>Avoid:</b> bodycon or pencil bottom dresses.</p>	<p><b>SHOES</b></p> <p>Dainty heels High heels <b>Avoid:</b> platforms and strappy shoes.</p>
	<p><b>DIAMOND SHAPE</b></p> <ol style="list-style-type: none"> <li>1. Waist and Hips are broad</li> <li>2. Fuller midsection</li> <li>3. Slim arms and legs</li> </ol> <p>Use pieces that define your waist, add volume to shoulders in proportion with your hips.</p>	<p><b>TOPS</b></p> <p>Soft/loose material Belted Waists Capped or cuffed sleeves <b>Avoid:</b> tight fabrics, empire, &amp; bulky fabric.</p>	<p><b>BOTTOMS</b></p> <p>Relaxed or straight fit pants and jeans High or large pockets Straight or flared skirts <b>Avoid:</b> baggy pants, and high waist pants.</p>	<p><b>DRESSES</b></p> <p>Wide V-neck Empire waist Dresses with sleeves and shoulder/bust details <b>Avoid:</b> clingy dresses, shapeless dresses</p>	<p><b>SHOES</b></p> <p>Mid-calf boots Strappy sandals Heels <b>Avoid:</b> chunky platforms, dainty shoes, and high stilettos.</p>
	<p><b>PEAR SHAPE</b></p> <ol style="list-style-type: none"> <li>1. Waist is narrow</li> <li>2. Smaller Bust</li> <li>3. Bottom half is fuller</li> </ol> <p>Use pieces that enhance and add volume to top half and reduce lower half.</p>	<p><b>TOPS</b></p> <p>Large Scooped/V-necks Shoulder pads/detailing Kimonos &amp; Dolman tops Horizontal stripes Bust &amp; Shoulder detailing <b>Avoid:</b> Shapeless tops.</p>	<p><b>BOTTOMS</b></p> <p>Wide-leg or straight-leg pants and jeans A-line skirts fitted at hips Dark colors <b>Avoid:</b> pencil skirts and capri pants</p>	<p><b>DRESSES</b></p> <p>V-neck &amp; wrap style A-lines that have full skirts <b>Avoid:</b> bodycon or dresses with pencil bottoms.</p>	<p><b>SHOES</b></p> <p>Heels to elongate your figure Peep-toe Under the knee boots <b>Avoid:</b> really high heels, pointy flats, &amp; low boots</p>
	<p><b>HOURLASS SHAPE</b></p> <ol style="list-style-type: none"> <li>1. Defined waist</li> <li>2. Bust/Hips are proportionate</li> <li>3. Curvy shape</li> </ol> <p>You already have a nice natural balance. Just accentuate your features.</p>	<p><b>TOPS</b></p> <p>Scooped/V-necks Fitted jackets &amp; coats Wrap style tops Tops that sit at the waist <b>Avoid:</b> high necklines, empire, shapeless tops.</p>	<p><b>BOTTOMS</b></p> <p>Pencil and A-line skirts Skinny, boot cut, or straight jeans as long as they're fitted at hips <b>Avoid:</b> mini skirts and baggy/shapeless pants.</p>	<p><b>DRESSES</b></p> <p>Scooped &amp; V-necks Bodycons Wrap style dresses Pencil skirt bottom dress <b>Avoid:</b> mini skirt dresses and overly flared dresses.</p>	<p><b>SHOES</b></p> <p>Knee-high boots Stilettos &amp; other heels Peep-toe Rounded toes <b>Avoid:</b> pointy shoes and chunky heels.</p>
	<p><b>OVAL SHAPE</b></p> <ol style="list-style-type: none"> <li>1. Fuller Bust</li> <li>2. Fuller Middle section</li> <li>3. Narrow hips and legs</li> </ol> <p>Use pieces that define your waist and tone down the wider midsection.</p>	<p><b>TOPS</b></p> <p>Wide &amp; Deep necklines Compressed waist Semi-fitted styles Tops that end at the hip <b>Avoid:</b> fitted or embellished tops and tucking in tops.</p>	<p><b>BOTTOMS</b></p> <p>Straight or lightly flared pants and jeans Stretchy bottoms Flared skirts <b>Avoid:</b> skinny jeans, extremely short bottoms.</p>	<p><b>DRESSES</b></p> <p>Empire A-lines that have full skirts Wrap style dresses as long as bottom is A-line/flared <b>Avoid:</b> bodycon or pencil bottom dresses.</p>	<p><b>SHOES</b></p> <p>Wedges and platform/chunky shoes Flats &amp; strappy sandals Calf-length boots <b>Avoid:</b> pointy shoes and dainty shoes.</p>

