



CAREER CLOSET

DRESS TO IMPRESS!

YOUR COMPLETE GUIDE FOR DRESSING PROFESSIONALLY

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WHAT IS BUSINESS CASUAL?



WHAT TO WEAR:

CHINOS

Chinos boost the appeal of casual looks yet are laid-back. Grab chinos in all the classic colors. Black, navy, khaki, and beige are recommended.

Choose a slimmer fit with a length that is not too long or too short.



BUSINESS CASUAL



WHAT TO WEAR:

SHIRTS

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



BUSINESS CASUAL



WHAT TO WEAR:

SHOES

Brogues, monk-straps, loafers, and Oxfords are excellent choices for business casual shoes. Suedes and matte leathers create a more relaxed vibe to a look.

Black is classic and works well with crisp white shirts, but introduce more color to your looks.

Dusty brown works great alongside other neutral tones like beige and tan and also complements navy, emerald green, and burgundy.



BUSINESS CASUAL



WHAT TO WEAR:

BLAZERS

Opt for blazers without too much structure to appear 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.



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, looks great and will elevate your look.



BUSINESS CASUAL



WHAT TO WEAR:

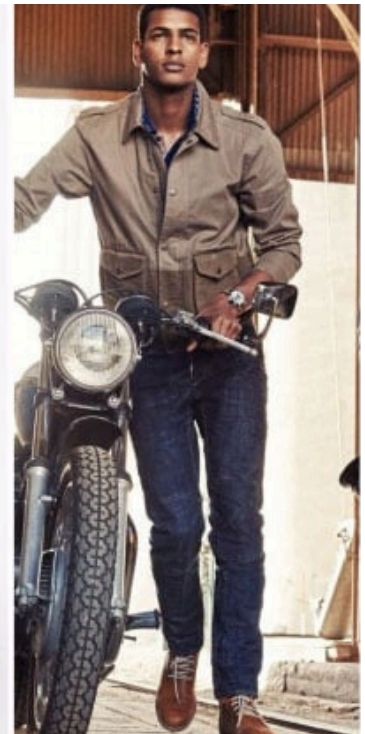
CARDIGANS & SWEATERS

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.

If you want something more relaxed, opt for grandpa-style cardigans which are minimal but still work well for your office looks.



BUSINESS CASUAL



WHAT TO WEAR:

JACKETS

A stylish bomber jacket in a dark or neutral color can make a great option. 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. To elevate the look, consider adding a tie.



WHAT IS BUSINESS FORMAL?



WHAT TO WEAR:

ACCESSORIES

A pocket square that corresponds well with your tie will accent your entire outfit. Avoid overly vivid or bright colors and patterns; observe the formality of the job.

If you are carrying important documents, choose a structured envelope bag or slender briefcase in a good quality leather.

Cufflinks and a quality watch also add a boost in a subtle and stylish way.



BUSINESS FORMAL



WHAT TO WEAR:

SUITS

Employers like to imagine you being part of their office, so maintain professionalism in your interview attire. A tailored or well-fitting two-piece suit is ideal as it registers clean and simple. Choose one in a dark color: Navy or charcoal grey work perfectly and show that you are professional, friendly, and approachable to your interviewer.



BUSINESS FORMAL



WHAT TO WEAR:

DRESS SHIRT

Lighter toned shirts work better in a professional context, so stick to the classics: a crisp bright white or a powder blue shirt. Also 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.



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.

If you prefer a print, opt for traditional and subtle tones. Also, ensure that your socks are not too short.



BUSINESS FORMAL



WHAT TO WEAR:

TIE

Avoid slim or extra wide ties. Instead, choose 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 entire outfit.



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WHAT IS BUSINESS CASUAL?



WIDE LEG



CROPPED



BOOT



SKINNY

WHAT TO WEAR:

DENIM

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. Avoid anything that's torn (even on purpose), stretched out, baggy, skin-tight, or so low slung that you fear sitting down at a meeting.



BUSINESS CASUAL



WIDE LEG



TROUSER



STRAIGHT

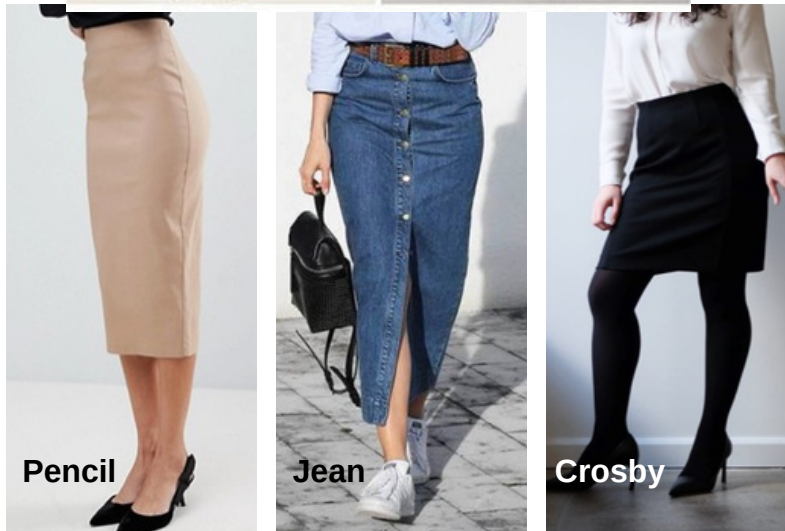
WHAT TO WEAR:

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 fabric, select a pair with a little stretch to ensure maximum comfort when sitting down.



BUSINESS CASUAL



Pencil

Jean

Crosby

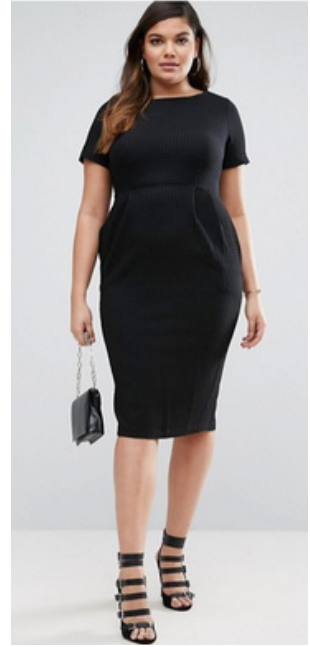
WHAT TO WEAR:

SKIRTS

Skirts are stylish and versatile. Pencil skirts are always appropriate, but A-line and pleated styles work too. 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.



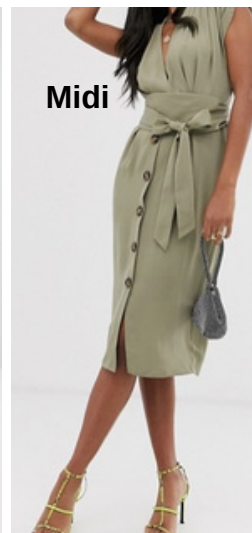
BUSINESS CASUAL



Knitted



Midi
Pencil



Midi

WHAT TO WEAR:

DRESSES

Although pants and skirts are great options for business casual attire, dresses can add a some diversity to your work wardrobe. They 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.



BUSINESS CASUAL



Cardigan



Crew Neck



Mock Neck



WHAT TO WEAR:

SWEATERS

Sweaters are an excellent addition to any business casual wardrobe. They provide 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.



BUSINESS CASUAL



Pea-Coat



Blazer



Wrap-Coat



WHAT TO WEAR:

JACKETS & BLAZERS

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



BUSINESS CASUAL



Sleeveless Top



Blouse



Collard Shirt



WHAT TO WEAR:

TOPS

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.



BUSINESS CASUAL



Mid - Heel



Ankle
Boot



Loafers



WHAT TO WEAR:

SHOES

There are many fantastic options, including flats like loafers, brogues, and ballet shoes, and heels like comfortable kitten and block styles and boots. 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.



BUSINESS CASUAL



WHAT TO WEAR:

ACCESSORIES

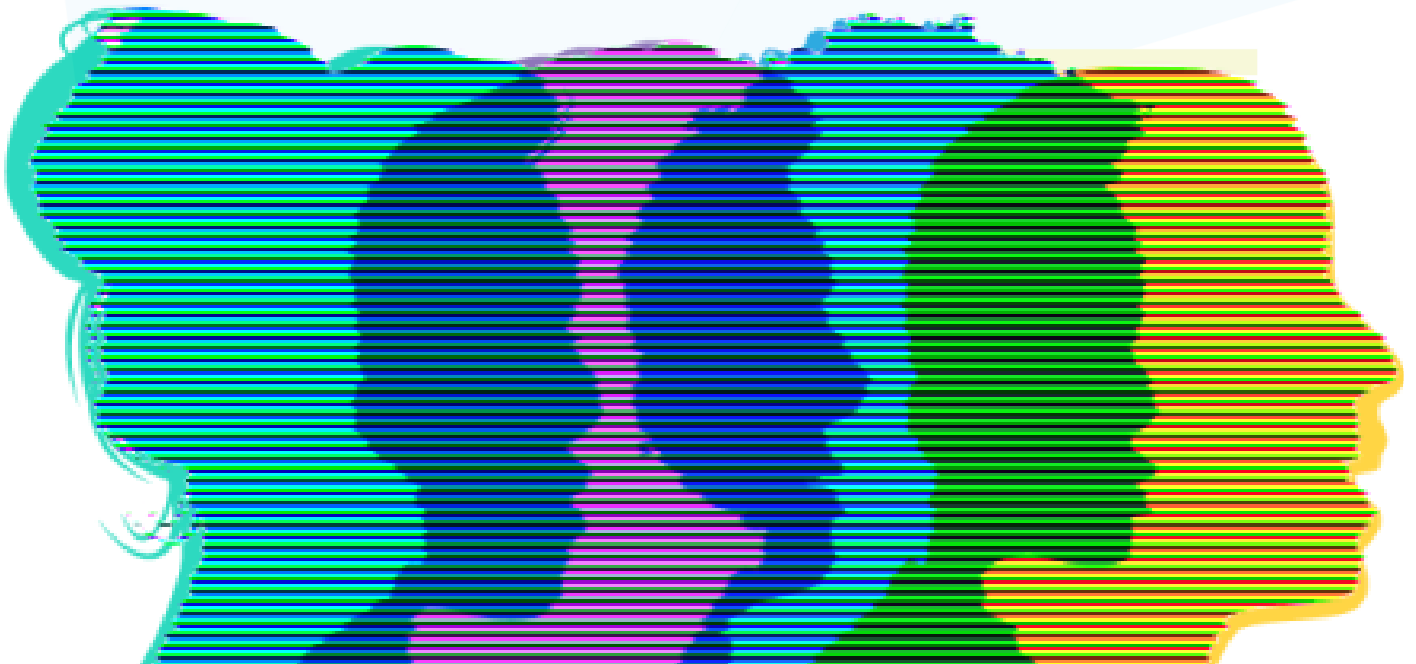
- Match your metals
- Match your leathers
- Accessorize one wrist only
- Know how much is too much (One “Statement Piece” is enough)
- Keep your aesthetic consistent
- Try out new things



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BEYOND THE BINARY



WHAT TO WEAR:

BEYOND THE BINARY

Confidence is key from the get-go, and it is hard to feel 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 or a look you can wear everyday to avoid decision fatigue and to make your mornings smoother. If you do not have access to clothing you feel comfortable in, seek out local resources and check out your near-by thrift shop or Central's Career Closet.

Observe the level of professionalism. Unless there is an industry standard, opt for business casual or a more professional attire for your first day on the job. Notice how other employees are dressed and choose your outfits 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 by trying on different sizes and observing 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 use to build your daily uniform, and keep your identity within the business policies/culture. Contact HR to clarify expectation and find your footing within the culture. Research state laws, based on discrimination, gender expression in public and private employment. Laws change constantly so make sure to get up to date information.



QUICK TIPS

SHAPEWEAR

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



TAILORING



Jackets: The shoulders and chest are the most challenging areas to alter. Shoulder seams should rest at the corner of your shoulder, and the sleeves shouldn't have indents below the seam. Cuffs should protrude about a 1/4-1/2 an inch from the jacket's sleeves when you're standing with arms hanging by your side.

Jacket collar should lie flat against the front panels, buttons should hang close to your stomach, and back of the jacket should hang low enough to cover only your buttocks.



Shirts: Shoulder seams should rest on the edge of your shoulders, not on top or 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. The collar should just graze your neck without constricting it. You should be able to comfortably fit two fingers inside of your buttoned collar.



Pants: Your pants should fit comfortably around the waist and they should not fall down when wearing them without a belt. 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 ensure the necessary fit.



TAILORING



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 skin-tight. 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.



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.





TIES: FOUR IN A HAND

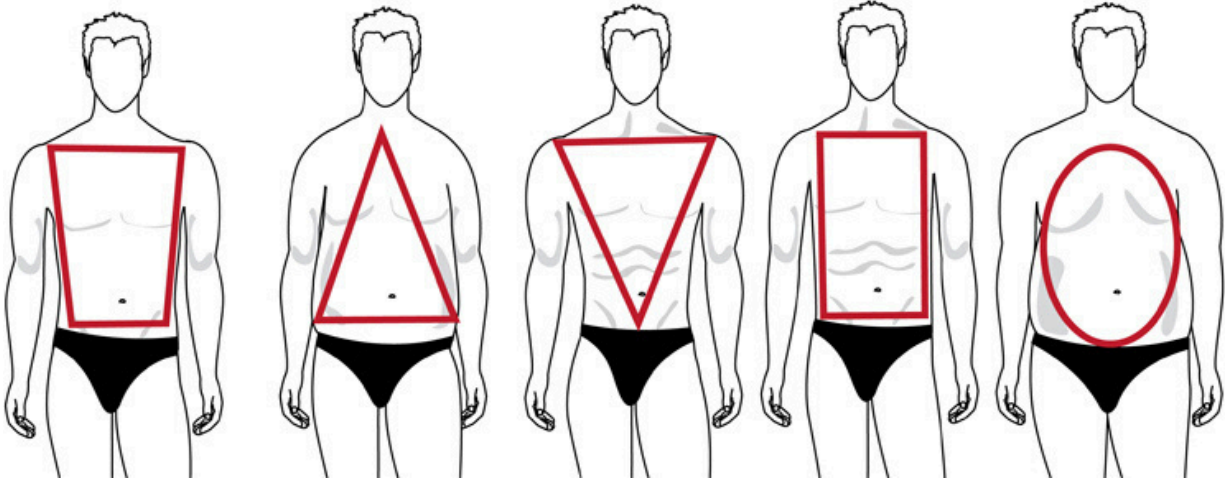
	<p>Start with narrow side nearly to the waist. Cross wide side over.</p>	<p>Cross the wide side underneath the narrow side.</p>
<p>Cross over the narrow side again; bring wide side up under the chin.</p>	<p>Push wide side into loop made from crosses.</p>	<p>Tighten and straighten your tie. Pinch tie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



BODY SHAPE



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 shoulder is #1 priority when it comes to jacket sizing, and that is 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 a 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. Skinny jeans and extra-slim fitted trousers will make your top half look larger or unbalanced.

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. Relaxed-fit or straight-fit trousers.

Avoid: Tight or slim-fit trousers because these will emphasize your thin legs

OVAL OR APPLE BODY SHAPE

Choose: Trousers and shirts or sweaters which are the same color will create a slimming effect. Opt for navy or charcoal as darker colors are more slimming

Avoid: Contrasting colors draw attention to your larger stomach area. Pants that bunch at the bottom of your leg draw attention to this area and make your legs appear shorter.

DRESS FOR YOUR: *Body Shape*

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