

Guide to Professional Attire





Business Professional for Men

- Two-piece suit in conservative color (dark gray, navy blue, narrow pinstripes if any)
- Classic, high-quality tie – no “loud” colors or patterns
- Long-sleeved dress shirt (white or light blue preferred)
- Matching shoes/belt in black or cordovan leather
- Dark mid-calf socks



Business Professional for Women

- Two-piece suit in a conservative color with tailored pants or knee-length skirt (black, gray, navy – narrow pinstripes if any)
- Sheer hosiery
- Tailored blouse or knit top in color to complement suit
- Conservative jewelry, makeup, and accessories
- Closed-toed, dark-colored pumps with comfortably moderate heels (if you wear a belt, it should match)



Business Casual for Men

- Long-sleeved dress shirt (white or light colors preferred) with dress pants
- Dark mid-calf socks
- Leather dress shoes with matching belt
- Ties are usually not required, but you can wear one if you choose

Business Casual for Women

- Pants, professional-looking dress, or skirt in conservative color
- Tailored dress shirt, knit top, or sweater/sweater set (watch out for overly casual sweaters)
- Closed-toe pumps or flats
- Sheer hosiery (if wearing skirt or dress)





General Tips for Everyone

- Avoid heavy perfume/cologne/aftershave (also avoid smelling like cigarettes or alcohol)
- Neat, well-groomed hair and nails
- Clean, freshly pressed clothing free of lint, stains, and tags
- Polished shoes
- No tight or baggy clothing; if it doesn't fit off the rack, visit a tailor
- Wear a professional-looking long wool coat in a dark color during winter

General Tips for Men

- Avoid any jewelry that is not a watch or a wedding ring
- Additional accessories, such as cuff links, should be conservative
- Make sure socks rise high enough that if you cross your legs, no skin shows
- Clean-shaven face or conservative, well-groomed facial hair
- Long hair is generally frowned upon in the business world



General Advice for Women

- No low-cut tops, short skirts, extremely high heels, tightly fitting items or clingy fabrics
- Makeup and nail color should be subtle and neutral
- Jewelry should not be large, gaudy, or make noise when you move. No particular item is mandatory, but limit yourself to small earrings, a simple necklace, no more than one ring per hand, and a conservative watch.
- Carry a small purse or business-like tote – nothing casual or flashy
- Hair can be worn down or in a simple ponytail/bun; avoid unnecessary accessories like headbands