# e STYLISH E PROFESSIONAL

How to build a work wardrobe

#### BUSINESS PROFESSIONAL

#### MALE

Wear a solid blue or white dress shirt.



outton-down collar and ancy 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



Generally, a short heel should be worn



It's important that you wear a long sleeve

Oresses 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



#### 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 C

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

# **Professional Dress Code Guidelines**

Dr. Amrapali Chawla Sapra

#### **Professional Dress Code Guidelines:**

The Art of Professional Connections Gloria Petersen, 2011 The Art of Professional Connections is the first in a series of four books intended for readers pursuing careers in which business communication is vital and for readers simply interested in presenting themselves better in work and social settings This book Seven Steps to Impressive Greetings and Confident Interactions serves as a guide to upgrading the quality of your interactions with others and as the foundation for the next three titles The entire series will cover mixing mingling and networking dining decorum from casual to formal venues and Mastering Interview Skills: A Comprehensive Guide Dr. Amrapali planning and attending professional and social events Chawla Sapra, 2025-01-16 Mastering Interview Skills A Comprehensive Guide is an all encompassing resource designed to demystify the interview process and transform it into a manageable and rewarding experience It caters to job seekers at all levels offering practical strategies actionable tips and profound insights tailored to meet the demands of today s dynamic job market Structured across eight comprehensive chapters the book covers every aspect of interviewing It begins with an exploration of the significance of interviews and essential skills laying a robust foundation for understanding the dynamics of these critical career moments The content then progresses through stages of preparation including researching roles crafting impactful resumes and rehearsing responses using proven methods like STAR Communication both verbal and non verbal is a cornerstone of successful interviewing and this guide dedicates significant focus to mastering these elements Readers will also gain strategies for handling challenging questions projecting professionalism and creating rapport with interviewers For those aiming to advance their careers further specialised chapters provide guidance on navigating complex interview scenarios negotiating offers and thriving in leadership interviews Written with clarity and practicality Mastering Interview Skills is grounded in real world applications and best practices. The book aims to empower readers to not only secure their desired roles but to thrive in their professional journeys Whether preparing for a first interview or seeking to refine advanced techniques this guide is an indispensable companion for success The Smart Professional's Guide to Effortless Workwear Pasquale De Marco, 2025-07-16 In today's rapidly changing professional landscape dressing for success means more than just wearing a suit and tie It requires a modern approach that blends style functionality and personal expression The Smart Professional's Guide to Effortless Workwear is your ultimate roadmap to navigating the evolving world of workwear and creating a wardrobe that empowers you to succeed This comprehensive guide takes you on a journey through the art of smart professional dressing providing you with the tools and knowledge you need to curate a versatile and timeless work wardrobe Discover the secrets to choosing the right pieces for your body type and personal style and learn how to mix and match colors and patterns to create outfits that are both stylish and appropriate for any workplace Delve into the nuances of dressing for different industries and occasions from the creative realm to the corporate boardroom Master the art of dressing for virtual meetings and interviews and navigate the tricky terrain of office parties and networking events

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