build your own... business professional look

1 CHOOSE A SUIT
Ideally, both pieces should be part of a set. This means that they are made of the same fabric. Navy and gray are classic go-to colors. If you are wearing a skirt suit, knee-length is generally a good guideline. For pant suits, make sure your socks are not showing when you are standing up. Do not forget to cut off the vent closure threads!

2 ADD A SHIRT
You can never go wrong with a white shirt or blouse for business settings, but solid muted colors are also appropriate. Conservative patterns are fine, but do not wear anything too distracting. If you wear a button-down shirt, don’t forget to button the collar and make sure your shirt cuffs extend past the sleeves on your jacket but not over your hands. Keep skin exposure to a minimum.

3 SLIP ON SHOES
There are plenty of shoes that work well with a business professional look. Wingtip or basic dress shoes in brown or black are nice. If you are comfortable walking in heels, we recommend standard pump style with heels less than three inches high. Black heels are always a good option and can be worn with black, navy, or gray suits. Flats are also appropriate.

4 GROOM
Make sure your hair is out of your face and all facial hair is well-groomed. If you wear makeup, stick to a neutral color palette. It is wise to avoid too much glitter or shimmer. Consider removing all body jewelry and covering up visible tattoos.

5 ACCESSORIZE

TIES
Belts should match your shoes. Brown or black belts are most common.

BELTS
If you wear jewelry, a simple necklace and/or simple earrings are best. But if you tend to fidget with your jewelry, it is best not to wear it. Watches generally go on the wrist of your non-dominant hand.

JEWELRY
Socks should generally match with pants.

SOCKS
If you are wearing a skirt suit in a conservative environment, you may want to consider wearing a pair of skin-tone pantyhose.

PANTYHOSE

BLACK IS A GOOD COLOR CHOICE FOR ANY TYPE OF BRIEFCASE, MESSENGER BAG, PORTFOLIO, OR PURSE. YOU CAN ALSO USE YOUR FREE PORTFOLIO FROM THE CAREER CENTER!

BAGS

Remember that every work setting is different. This resource is meant to serve as a guide, and each student will need to decide how they want to present themselves to employers. When in doubt, you can view the employee bios on a particular employer’s website to gauge the culture of that employer.

Do you have any comments or questions? Please contact the Career Center.