Workplace Dress

**BUSINESS PROFESSIONAL**

The most professional attire involves a two or three button dark suit with a tie for men and a conservative skirted suit or pant suit with medium to low heels for women. Shoes should match the suit and accessories should be minimal.

**BUSINESS CASUAL**

Focus more on the word “business” than the word “casual.” Attire should still be professional, but less formal than business professional. Nice slacks and a blouse, a button-up, or a polo would be appropriate. Avoid sleeveless shirts or spaghetti straps, and avoid jeans and tight pants. Consider adding a blazer for a more polished look. Add professional closed-toe shoes and accessories.

**ACCESSORIES**

Wear simple jewelry that is not distracting. Add a simple tie that is solid colored or that has a simple pattern. Select a handbag that complements your attire and that can hold all your belongings so you can have open hands to initiate a handshake. Avoid perfume or cologne. Wear professional shoes rather than sneakers or sandals.