



Business Attire Do's and Don'ts

Suggestions compiled by Pamela Peterson Drake

Women	Do's	Don'ts
Shoes	Closed toe Flats or 1-inch heels Coordinate with suit	Sandals/open toe shoes 3-inch heels Anything sparkly on shoes
Suit	Skirt or pants suit (jacket matches skirt or pants) Skirt suit preferred Black or navy preferred (gray OK)	Mismatched blazer and skirt A skirt more than 2-3 inches above your knees
Blouse	Collared blouse or dressy shell Blouses MUST be tucked in	Low-cut See-through Midriff-baring
Leg/foot coverings	Stockings, matching your skin tone	Bare legs and/or feet Patterned stockings Opaque stockings
Hair	Neat Away from your face	In your face and/or messy Coloring other than normal coloring (no purple streaks, please)
Jewelry	Simple Plain	Sparkly, evening jewelry Nose rings Other visible ring/stud
Make-up	Fresh, natural looking Lighter, natural shades for lipstick and nails	Bright or dark colors Heavy eye make-up
Tattoos	Nothing showing	Visible facial, neck, hand, or wrist tattoos
Men	Do's	Don'ts
Suit	Blazer and pants made out of the same material Black or navy preferred (gray OK)	Missing jacket
Shirt	White (or light colored) Neatly pressed MUST be tucked in	Dark shirt with light tie Dark shirt with dark tie
Tie	Conservative	Cartoon or otherwise comical tie Missing tie White tie
Shoes	Black or brown	Tennis shoes Hiking shoes/boots
Jewelry	Watch Tie tack or chain	Ear studs Nose rings Other visible ring/stud
Tattoos	Nothing showing	Visible facial, neck, hand, or wrist tattoos

