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Dressing Tips For Women

- Clean, pressed!
- Wear clothes in colors that are the most flattering for you. Have a base of neutral colored clothes that you can mix with brighter-colored items.
- Wear clothes that fit you properly. Avoid buying clothes which are too big, too small too short or too long.
- At the office, wear more subdued colors and if you must wear bright colors, limit them to accessories or a bright blouse.
- Have undergarments that suit your outfits, so they do not show through your clothing, or so bra straps are not showing.
- Choose pantyhose that co-ordinate with your outfit and fit right. Often sheer, flesh colored stockings may be your best option.
- At work, wear shoes that cover your toes and choose heels that are low to medium height.
- Dress attractively and tastefully, refrain from low-cut tops (no cleavage), very short skirts or dresses and very tight pants.
- Accessorize in moderation. Earrings and a necklace or pin, accentuate an outfit. The rule of thumb is no more than 3 accessories, remember to count rings, scarf, a belt, metallic or bright colored buttons, even nail polish is an accessory.
- Your purse should be appropriate to your height and is not overloaded or too bulky. Make sure it suits the season and the dressiness of your outfit.
- Wear some make-up to add polish to your look.
- Have an up- to- date hair style.



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Dressing Tips For Men

- Clean and pressed!
- Shirts with a collar and long sleeves.
- Create different outfits from mixing and matching separates such as sport coats, shirts and pants.
- Buy clothing that fits well. Too big is no better than too small. Pants that are too snug around the waist or a too tight shirt collar is not only uncomfortable, it is not flattering.
- Choose jackets and pants that suit your body frame. For example, if you are slim, you may want to try a double-breasted jacket, to look broader. Cuffs on pants shorten a leg, whereas, no cuff lengthens a leg.
- Make sure tails are long enough on a dress shirt to stay tucked in.
- Ties should be tasteful. Novelty ties are not appropriate in a business setting.
- Your belt should be the same color as your shoes and should coordinate with your outfit. Shoes should be shined and in good repair. Check the heels of your shoes, as worn heels tend to reduce your image.
- Socks are to match your pants and reach up to the top of the calf.
- Your tie should reach the top of your belt. If it hangs below the belt, you will appear sloppy. If it hangs above the belt, you will appear 10 lbs. heavier and not as credible.
- Remove your cap, it shows respect.