

Dress for Success – Business Professional vs. Business Casual

Business professional attire is appropriate for a formal interview, and presentations to prospective clients or employers.

Business professional attire generally includes a matched suit with light or white shirt or blouse.

Men should wear a conservative tie, and shoes and belt in good repair and compatible color. Socks should be no lighter than pants and shoes no lighter than socks.

Women may wear skirt or pant suit – skirt is more formal. Heels should be of conservative height and allow a woman to easily keep up on a brisk stroll through the office without looking awkward.



Examples of Business Professional Attire



Some Business Casual Options

Business casual attire is appropriate in most business offices for everyday work wear.

Men should wear a collared shirt – either woven or knit polo style. No frayed or popped collar. Tie is not necessary but is not inappropriate.

For women, skirts or pants should look casual, but they should be in very good condition and should not be made from denim. A skirt or dress should come to near the knee. They should look pressed, even if they aren't, and should generally be in a neutral color like gray, navy blue, cream, khaki or white.

Tops should fit well, not too short, tight; no cleavage. Sweaters, polos, and blouses can all be appropriate if they follow those general guidelines.

Shoes should be in good repair and functional.