

The Dress Code De-Coded

Remember: Say with your outfits "ready-to-work," "expert," "intelligent," "credible," "reliable," "trusted," and "extremely professional."

Executive Level Dress—Highest level of professional dress / Banking, Investment, Law, Executive-Corporate



The suit, especially the monochromatic skirt suit, is the gold standard for Executive Level Dress.

The skirt should be slightly above, at, or below the knee.

Closed-toe pump; Neutral color

Flesh-tone or neutral opaque hosiery.



Traditional and "Chanel" style suit jackets are easy to find.



Pant suits are also appropriate.

Hosiery still required.

Jewelry should be understated.

A scarf should be a squares silk tucked within the collar.

"Underpinnings" (always under suit jackets) are either of solid or subtle print / smooth fabric and do not dip too low.



Business Level Dress—Most common "professional wear." / Education, Creative, Medicine, Customer Service, Clerical-Administrative

Business Dress doesn't have to be suiting in the strictest sense. Suit like separates work well too.



A sleeveless top must be covered by a jacket or cardigan.

Shoe and hosiery rules for Executive may apply to Professional Level Dress in some offic-

Any dress must have sleeves and its hemline must be slightly above, at, or below the knee. (No longer than a midi.)



A cardigan or "soft" blazer may work as a jacket alternative.

Don't forget to alter your jacket and trousers when necessary.

Some sweaters or dress blouses stand alone, but it is best to keep a blazer handy.



Most boots do not imply "work in an office." They tend to imply outdoor work, bad weather, motorcycles, or horses. A heeled, single neutral tone, leather or leather-like "indoor fashion" boot is appropriate. under trousers .or a skirt.

The "bootie" is more popular than the boot this season. If it is worn under a skirt, it should be with opaque hosiery of the same color.



Business Casual Dress—Often reserved for a designated "dress-down" day / Regular dress for Creative, Artistic, Technology, and Primary Education



The challenge is to not take business casually.

No shorts, faded denim, pajamas, athletic wear, logo or statement t shirts, or "thematic" clothing.



Dark-wash, trouser-fit or boot-leg denim is appropriate for many offices, but always check the company dress policy.



Sleeveless dresses and tops should still be covered by a cardigan, jacket, or shirt, especially if the back is exposed.



Shoes should still imply work and not play. Can be a little more light hearted, but avoid sneakers, thong sandals, outdoor boots, and glitzy evening shoes.

