Business Professional Check List:

- **Two Piece (navy or black) Suit**
  - buy the nicest one you can afford
  - quality: stay away from cheap blends
  - if affordable, invest in a suit that has a matching pant and skirt

- **Dress Shirt**
  - choose either a button down long sleeve shirt or a shell - if you have the option of removing your jacket, your outfit should still be complete
  - make sure you can button every button on the shirt, including the top one
  - should be a lighter color and coordinate with suit and tie

- **Dress Belt**
  - must match shoe color
  - NO large or ornate buckles

- **Socks/Nylons**
  - black or skin toned are best

- **Dress Shoes**
  - NO rubber soled shoes
  - shoes should be shinned
  - heel should be no higher than 2”

- **Leather Portfolio (black)**
  - with compartments for keys or other items you may carry including a spot for multiple copies of your resume
  - a pen for jotting notes

- **Leather Purse/Bag**
  - If you carry a purse, keep it small and simple, or carry a small briefcase or business-like tote bag in place of a purse

Shopping questions? Call the Career Center at 239-590-7946.
Business Casual Check List:

- Skirts
  - no shorter than just above the knee
  - look for wools, cottons, or microfibers in basic colors such as black, grey, brown, etc.

- Dress Pants
  - while building your wardrobe, stick with basic colors such as black, grey, brown, etc.
  - pinstripes and subtle plaids are okay
  - look for a tailored fit in cottons, wools, linen-blends, or microfibers

- Shirts
  - you should invest in a variety of tops that can be worn with pants and skirts: long or long sleeve button up, shells, fine-gauge sweater knits

- Dresses
  - no shorter than just above the knee

- Casual Jackets
  - this includes unlined, unstructured, cardigans, and knit jackets

- Belts
  - invest in a good brown and black leather belt
  - no large or ornate belt buckles

- Socks/Hosiery
  - sock must match pant color
  - a subtly patterned sock is okay
  - no athletic socks

- Shoes
  - invest in a good brown and black leather shoe
  - shoe should be a simple and classic style that will go with multiple outfits

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