

Professional Appearance Checklist for Women

A Quick Check Before Facing the World

Jacket

- Does not wrinkle across the back or under the collar
- Buttons easily
- Sleeves at wrist bone
- Does not pull across the back
- Pockets remain closed; any pleat or dart must lie flat

Blouse

- Long sleeve should be at wrist bone
- Buttons must remain closed with at least one inch of fabric on each side of the bust line
- Longer than the hip bone
- Avoid sleeveless blouses

Skirt

- Pleats should not pull open
- No crease or pull across break of leg
- Skirt should easily turn around your body
- Straight skirts should hang from buttocks in a straight line and not curve under
- Not shorter than at the knee
- Loose enough for two fingers to be inserted in waistband
- No visible lines under skirt

Shoes & Hose

- Select neutral shades
- No sandals or "strappy" shoes
- Avoid too high or narrow heels
- Hose color does not bring attention to leg area
- Choose natural color hose that blend with hemline
- Hose color is nude, same shade as shoes or lighter, never darker
- No colored hose (red, purple, pink)
- Avoid patterned or textured hose

Jewelry

- Small to medium earrings, simple styles
- Avoid dangling or large hooped earrings
- Avoid noisy jewelry or pieces that move
- Avoid too many pieces
- No tinted glasses

Makeup and Grooming

- Wear blended, natural makeup
- Choose simple, carefree hair styles
- For colored hair, avoid roots showing
- Avoid extreme fashion styles and colors
- If your hair falls below the shoulders, pull it back
- Keep fingernails short to medium length
- Avoid too bright nail polish colors (fuchsia-orange-purple)
- No chipped nails
- Avoid dark lingerie with light clothing
- No slip showing below hemline
- Avoid high split in skirt
- No slip showing between split in skirt
- Avoid heavy fragrance