CHECK BEFORE FACING THE WORLD
Before you leave for work or a business related engagement, examine in a full-length mirror the overall picture you present and the details from head to toe. Make the necessary changes, add or replace accessories and make sure your appearance and grooming are impeccable. This daily exercise will take just a few minutes but the benefits are worth it. If you can check all the points, you are ready to face the world!

Hair Style and Grooming
- Short and neat; does not touch shirt collar
- Hair in nose and ears are trimmed
- Avoid excessive gels and lotions
- Mustache well trimmed
- Beard recommended only to cover imperfections
- Clean and trimmed fingernails
- Avoid heavy fragrances

Shirt
- No wrinkles in collar, cuffs or facing
- Collar loose enough for one finger to fit in neckline
- Collar of shirt stands one-fourth to one-half inch above collar of suit
- Sleeves extend one-eighth to one-fourth inch below the jacket
- No short sleeves with suit jackets

Jacket
- Does not wrinkle across the back
- Length must cover buttocks—measure from collar seam to floor and divide it in half for length
- Collar lies flat against the shirt
- Sleeve length at wrist bone or just below
- Top-stitching is even, no loose threads
- Leather or metal buttons on sport coat only
- Never button the bottom button

Tie
- Ends at top of the belt line
- Width matched to lapel width
- Pattern small to medium
- No tie tack or clip
- Tie knot is balanced with shirt collar

Trousers
- Just breaking in the front
- If uncuffed, tapered toward the back
- Fall straight from buttocks
- Fit above stomach

- Pockets remain flat, no bulging
- Well pressed

Jewelry
- No bracelets, chains, piercings, earrings or fancy rings
- No heavy sport watches or calculators
- Simple and elegant are best choices
- Cuff links simple, small size; no fancy or clear stones for daytime
- Silver-toned cuff links with silver watch; gold toned with gold watch

Shoes
- Highly polished
- The best quality you can afford
- Dark color: black, cordovan or brown
- Thin soles
- Tie or slip-on and tassel loafers for suits and sport coats
- Penny loafers or loafers with low vamp for casual wear only
- No boots

Socks
- Blend with trousers and shoes
- Subtle patterns that resemble solid from a distance
- Argyles for causal wear only
- Long enough to cover calf; no skin showing when you sit or cross your legs
- No white or athletic socks

Briefcase
- The best quality you can afford
- Leather only, hard or soft
- No molded plastic or metal
- Discreet combination lock

Other Accessories
- Pocket square that complements tie, never identical to it
- No tinted glasses
- Never wear bracelets with belt
- Belt color matches shoes, and the belt should not have a large buckle. It should be a simple, classic design, and it must be in good condition

Professional image entails maintaining your respectable appearance. Quickly checking these points on a daily basis ensures that you will be ready to present yourself in a professional environment. Always remember to dress for the position you hope to obtain one day.