CHECK BEFORE FACING THE WORLD
Before you leave for work or a professional 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 remove accessories and be sure your appearance and grooming are impeccable. This daily exercise will take just a few minutes but the confidence of being well dressed will be worth it. If you can check all the points, you are ready to face the world!

Jacket
- Does not wrinkle across the back or under the collar
- Buttons easily
- Sleeve length at wrist bone or just below
- Does not pull across the back

Blouse/Top
- Longer than the hip bone
- Conservative neckline (2" above the cleavage)
- Sleeveless blouses or tops underneath a jacket only

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 "around the knee"
- Loose enough for two fingers to be inserted in waistband
- No visible lines under skirt

Dress
- Coat dress, shirt dress or two piece
- Conservative neckline (2" above cleavage)
- Medium to long sleeve
- Medium to small print
- Avoid floral prints

Pants
- Pleats remain closed
- Zippers and closings must lie flat
- Long enough to break in front
- Do not wrinkle across the front
- Fall straight from buttocks

- Waistband loose enough to allow two fingers to be inserted
- Panty line must not show
- Worn with jacket for a professional look

Shoes & Hose
- Select neutral shades
- No sandals or "strappy" shoes
- Avoid too high or narrow heels
- Hose color should not bring attention to leg area
- 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 (rule of seven)
- No tinted glasses
- No visible body piercings other than earrings

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

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.