Use this guide as a fastpass to enhance your career closet and polish your professional look.

Women's Branded Clothing

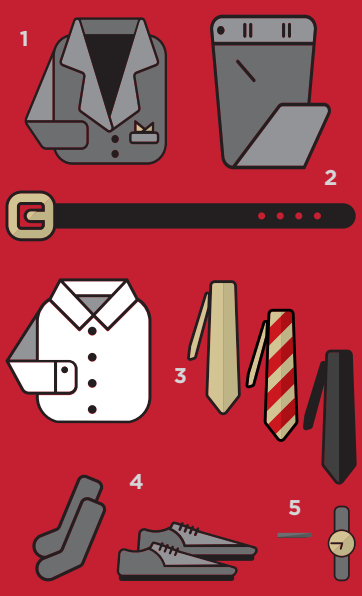
One suit jacket and one or two tailored blazers can go a long way to increase your outfit options and your professional presence. With such variation in style and color, it's best to consider how the blouses you already own will complement the blazers you choose.

Create variety by choosing business slacks, cropped straight legged pants, and a pencil skirt; or stick with the type that works for you. Give yourself two to three options of style and color. Dresses that have conservative necklines and fit can be an option with or without the suit jacket or blazer and should come to just below the knee.

Button-downs and blouses that have soft colors tend to compliment your blazers and jackets well allowing more options in your wardrobe. Typically, arms are covered at least to the biceps and often to the wrist. Choose a style that is comfortable for you while exuding a professional demeanor.

Closed-toe shoes that are flat or offer some height are best. To increase comfort and practicality, stick with a wide heel (not stilettos). Those who choose to wear a dress or skirt might want to consider black or nude colored hose that will complement their shoes.

Keep your accessories simple: If desired, choose to carry either a purse or a briefcase. When wearing makeup or jewelry, don't allow it to draw unwanted attention away from the talent and skills set that you offer in your role.



Men's Branded Clothing

1. One suit jacket sets a great foundation for your professional wardrobe. Consider adding one or two more jackets or blazers to your closet in different colors. Suit jackets should be long enough so the second button from the bottom sits just above the belly button.

2. Find a pair of fitted straight legged slacks that sits on the natural waist. When standing up, the bottom of the pant can break right where the top lace is located or passed that point; this will depend on the width of your pant leg. Rule of thumb is to avoid pleats. Complete your look by adding an accessory belt that matches your shoes.

3. Collared, long sleeves with a length that finishes one inch beyond suit jacket. Get measured and shop for your size. Look for a tie that matches and has the ability to reach your belt. Average tie width runs 3-3.75 inches. You might also consider layering a crew-neck sweater over your button-down.

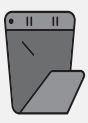
4. The Oxford or Derby dress shoe is considered timeless and classic which is good to have in your professional closet. Pick a brown or black leather that matches your belt of choice. Don't forget your over-the-calf socks that match the color of your slacks.

5. To accessorize when dressing more formally, you might consider adding a watch, tie clip, cuff links, or a pocket square. The color of your pocket square should compliment your tie, however, it should not exactly match it.

Polishing Your Professional Look

For suit jackets, stick to a simple two-buttoned neutral color (gray, navy or black) to match several tops and/or ties with your completed look. "X-ing" fabric near the buttons identifies a fit that is too tight. In a relaxed position, sleeve length should finish at the wrist bone.

Stick with tops that have conservative necklines and color. A white or light-colored button-down is a classic choice. You can also choose a blouse that compliments your nautral colored suit jacket or blazer. "X-ing" fabric near the buttons indicates a fit that is too tight.



Choose a pair of business pants that perfectly match your suit jacket. Pants and suit jackets are typically sold as a pair to assure you have a perfect match in color and material for those power suit occasions. You can also choose a pair that compliment the style and color of your suit jacket or blazer.

Your choice in footwear can say so much about your professionalism and personality. Spend some time looking at your options. Match your footwear to you outfits accordingly while finding comfort in your style of choice.

Accessories should be kept to a minimum. Add a watch to your ensemble to help you easily keep track of time. Consider using a messenger bag or professional tote that is a neutral color as a means to match a variety of completed outfits. Use little to no fragrance to complete as much of an example of your personal style.

DID YOU KNOW?

A first impression is made within the first **30** seconds of meeting someone new. When you're confident in yourself, others will follow suit.

If given a Name badge, place it on the right side of your body just below the colar bone

Your **visual presentation** can silently display your keen attention to detail and ability to communicate simply by paying attention to grooming habits (like keeping your hair or beard trimmed and moderate fragrance use).

San Diego State University
Career Services
Division of Student Affairs