JobTIPS

✔ Key Points - What to Wear - WOMEN

If you need to dress "business casual" (e.g., a librarian, office worker, teacher)

1. Make sure your shirt covers your stomach and your back. Try these tests: Reach up to the ceiling. Does your stomach show? If not, you're ready to go! If it does show, try to find a shirt that is long enough to cover your stomach.

2. Reach down to touch your toes. Does your shirt still cover your back? If it does, you're ready to go! If not, try to find a shirt that is long enough to cover your back.

3. Make sure your shirt is not low-cut. You should not show cleavage in any work setting. Try this test: Stand in front of a mirror and lean forward. Can someone see down your shirt? If so, wear a different shirt.

4. No shorts or skirts that fall several inches above the knee (instead, wear knee-length or longer skirts, pants, or Capri pants).

5. No flip flops (instead, wear sandals or flats).

do2Learn