



# STYLED GUIDE

Harrods





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Welcome to the Harrods Style Guide for selling employees. This concise guide has been designed to help you to look and feel the business when it comes to your working wardrobe; all it takes is careful planning to see you stylishly through your working week. As an employee of one of the most famous and luxurious stores in the world, looking your best every day is of the upmost importance and will also give you the confidence and authority to assist customers.

In *One dress three looks* I show you how to create three looks from the same piece and how to wear smart flat shoes with style.

Personal grooming is key to pulling off the perfect 'at work' look, so in *Ten ways to look good and stay healthy* I give the girls a few essential beauty and feel-good tips to master the challenges of the week.

Not forgetting the gentlemen, in *It's a man's world* I take a closer look at how a suit should really fit and discuss tips for pulling off the perfect work look. I also reveal the ultimate wardrobe-maintenance kit for men.

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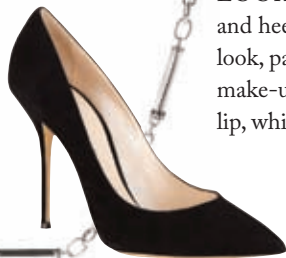


# ONE DRESS 3 LOOKS

*Good basic pieces can be the linchpin in any woman's wardrobe, but it's not always easy to find those little gems. Here are three ways to wear the perfect black dress*



**LOOK 1** Here, the leather belt and heels add more glamour to the look, paired with slightly stronger make-up and the all-important red lip, which finishes it off.



**LOOK 2** This minimal look is chic and confident. Shoes are flat but smart and structured – and the nude tights look as if they are barely there. Grooming is simple and incredibly elegant.

**LOOK 3** For a more tailored style, wear a fitted jacket over the dress and belt it. Opaque tights and heels complete the look. Hair up in a ponytail adds to this smart outfit.



## Editor's TIPS:

- *Black fabrics vary according to the cloth. Buy suits, dresses and trousers that match – they will look smarter.*
- *Buy the best size for your shape – so just ignore size labels and go by how a piece fits.*
- *Skirts always look better at knee length for work.*
- *Wide-leg trousers should be hemmed according to the shoes you are going to wear with them; keep them long for a slimmer bodyline.*
- *Make sure jackets and trousers fit across your bottom – stretching fabrics make you look larger. If needs be, buy a larger size and alter down, it's worth investing in fit.*
- *Have several pairs of work shoes. This way, you can vary your look just by alternating between your footwear. Smart, flat shoes can be just as elegant as heels when worn with the right outfit.*
- *Organise your wardrobe; keep it tidy, and get rid of pieces that are worn out or don't fit you.*
- *Dry clean suits and jackets often, repair hems and replace buttons; elbows start to sag and shine when the garment isn't well maintained.*
- *Keep shoes clean and try shoe trees. Always repair shoes when they start to wear, there's nothing worse than clicking heels.*



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10 WAYS  
to look  
GOOD  
and stay  
HEALTHY



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*Feeling polished and presentable helps you feel on top of things and ready to tackle the day. Here are 10 top tips for feeling and looking good at work*

**1 MAKE-UP** Professional make-up should be elegant and understated. Heavy eyelashes, metallic eye shadow and too much fake tan should be avoided at all costs. Red lipstick can really lift your mood, but keep eye make-up light to avoid looking too vampish.

**2 SKIN** Working in an air-conditioned environment can play havoc with your skin. Drink plenty of water, eat fresh fruit and vegetables daily, avoid smoking and try to get some fresh air at least once a day. Exercise is proven to improve skin tone and lucidity.

**3 HAIR** Whether you wear your hair up or down, make sure it is clean and shiny. Blow dry it if at all possible and allow yourself time in the mornings for grooming. Don't wash it and tie it back, you're not in the gym.

**4 COLOUR** If you colour your hair, make sure it suits your skin tone and always maintain it – faded colour looks terrible; dry, bleached hair looks even worse!

**5 EYES** If you spend a lot of time in front of a computer, take regular screen breaks and keep eye spray on your desk.

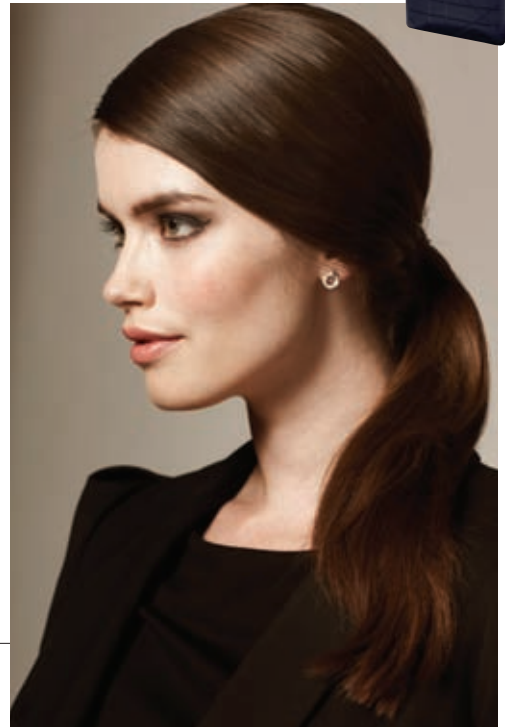
**6 HANDS** Keep your hands germ-free with an antiseptic gel; this can reduce your risk of getting seasonal flu. Keep hands soft and healthy-looking with regular scrubs and a good hand cream.

**7 NAILS** They should look tidy, clean and manicured. Avoid long nails and chipped nail varnish.

**8 LEGS** If you are on your feet all day, try a leg toner. This can help improve lymphatic circulation and stop that 'heavy leg' feeling.

**9 JEWELLERY** Keep it subtle, simple and chic, like a diamond stud earring or a small charm bracelet. Clean your jewellery regularly with a liquid cleaner.

**10 MOUTH HYGIENE** Be wary of your breath, especially if you drink a lot of coffee, have eaten garlic or smoke. Clean, white teeth give such a healthy impression; so brush and floss as often as you can and brush your teeth or use mouthwash after lunch to freshen up your mouth.



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# It's a MAN'S WORLD

*Whether you are an avid follower of fashion or have had the same clothes in your wardrobe for ten years, it's worth reminding yourself of the basic rules...*

**When it comes to suits, how should they fit?**

**TROUSER HEMS:** Only a little cloth should drape over your shoes; go for a one-inch break in the front crease.

**SHIRT CUFFS:** A quarter to half an inch of shirt cuff should always be visible.

**COLLARS:** The collar of your jacket should neither stand away from nor conceal your shirt collar at the back neck. When fastened, your shirt collar should not cause you to choke!

**SHOULDERS:** No outline of your shoulder should appear in the sleeve (otherwise the suit is too small), and the sleeve openings should never sag (then the suit is too big).

**BUTTONS:** There should be no creases or ripples radiating from a fastened button.

If there are, choose a larger size.

**JACKET LENGTH:** The bottom hem should be level with your knuckles.







# STYLE TIPS

*Follow these simple rules to looking good and feeling sharp*

- Shirts should be bright, crisp and well pressed. Throw out old and soiled shirts or use them to clean windows!
- Keep ties elegant and in colours that suit you; it's safest to stay with darker shades.
- Suits should be cleaned often and hung on decent hangers to maintain their shape. Dirty or shiny suits look terrible and are perceived as a reflection of your own personal hygiene.
- Shoes should be clean and in good repair. People always notice your shoes first, so it's worth remembering to look after them!



## ESSENTIAL WARDROBE MAINTENANCE KIT:

*What every smart man should have*

- *Shoe-cleaning kit*
- *Clothes brush*
- *Shoe horn*
- *Shoe trees*
- *Good hangers*
- *Suit bags*
- *Spare collar stays*
- *Metal polish to clean favourite cuff links*





