

APPEARANCE GUIDELINES

Hair:

- ♣ Clean, professional style
- ♣ Well trimmed beard and mustache, if applicable

Cosmetics

- ♣ Neat and lightly applied, conservative

Glasses

- ♣ Clean, clear-lensed glasses, up-to-date if possible

Nails

- ♣ Nails must be neat, clean, and manicured
- ♣ Choose clear or light colored polish if applicable

Scent

- ♣ Avoid heavy scent in aftershave, cologne, perfume, or deodorants
- ♣ No scent is best

Shoes

- ♣ Shoes should be polished; avoid scuffed, worn heels and soles
- ♣ Over the calf socks, coordinating with pants/slacks
- ♣ Medium heel pumps; avoid “strappy” look or sandals
- ♣ Stockings or pantyhose in nude, beige or coordinating shade

Accessories

- ♣ Tip of tie should cover belt
- ♣ Avoid trendy or oversized jewelry
- ♣ Carry a leather/leather-like portfolio
- ♣ Belts should match shoes and show no signs of wear