

cotton, wool, and silk. In a blended fabric, the highest percentage should always be the natural fiber.

- Where possible, purchase clothes that are made of fabrics that can be worn year-round (i.e., tropical weight wool, wool blends, silk, and gabardine).
- Skirts that are slit more than 2" above the knee can be distracting. (Save these for social occasions.)

Hair and Nails:

- As women get older, the hair should be shorter. For women over 30 to 35 years of age, the maximum should be shoulder length.
- Since colored nail polish focuses attention on the fingers, only do it if this is an objective. If this is the case, the color should blend with the lipstick (and outfit). Otherwise, stay with clear nail polish.

Shoes:

- Plain pumps; **Note:** Leave the sneakers (walking/running shoes) at the door of the elevator (or certainly remove them at the moment you reach the office).
- Short to moderate length heels are acceptable. Generally, the heels should be 1 1/2", with acceptable variations from 1/2" to 2." Short women, however, can wear heels up to 2 1/2".
- Keep shoes shined and heels in good condition (not run-down).
- Shoes should blend with the suit, skirt, or dress. The general guideline is that the shoes should be of the same color or darker than the hemline. A different color, of a blending nature, is appropriate as long as they are slightly darker than the outfit. When shoes are of a lighter color than the hemline, they should coordinate with some other clothing items or accessories.