

Jewelry & Accessories:

- Wear simple jewelry. Guard against jewelry that is dangling (such as earrings that distract because they are always in motion) or noisy (such as an annoying bracelet). **Key Consideration:** You want the focus to be on you--your intelligence, competencies, and experience--not on your jewelry or other accessories.
- Earrings are a very important accessory since they add to the professional appearance and give a "classy" look when done in a conservative manner. Obviously, they can be a distraction if they are too large, gaudy, or if they are too long.
- Half-glasses (reading glasses) give women a stern, harsh, and schoolmarm look. Peering over the top of them, or even looking through them, has a negative effect on rapport. Thus, contacts, full-sized glasses, or bifocals are recommended.
- Glasses should complement the shape of the face. Dark horned-rim glasses makes the person look older. If possible, "lineless" bifocals should be worn; also, "glare-free" glasses are recommended. In short, the less visible the glasses, the more that rapport is enhanced.
- There is a strong trend among executive women to wear colored hose that coordinate with and complement the color of the outfit. Generally, the hose should not be darker than the suit, skirt, or dress. Stockings in the proper shade are necessary to complete the executive look. Patterned stockings are generally not recommended.
- If the shoes (pumps) are of a different color than the outfit worn, it is attractive to have the shoe color repeated in one of the accessories (e.g., scarf, belt, jewelry).
- Handbags should be the same color as the shoes or of a lighter color (should blend, though it does not have to match).
- Briefcases should be fairly thin and professional in appearance. Do not carry a handbag and briefcase at the same time (looks too bulky). Find a small bag, of the same color as the briefcase, in which you carry essential purse contents. It should fit neatly into