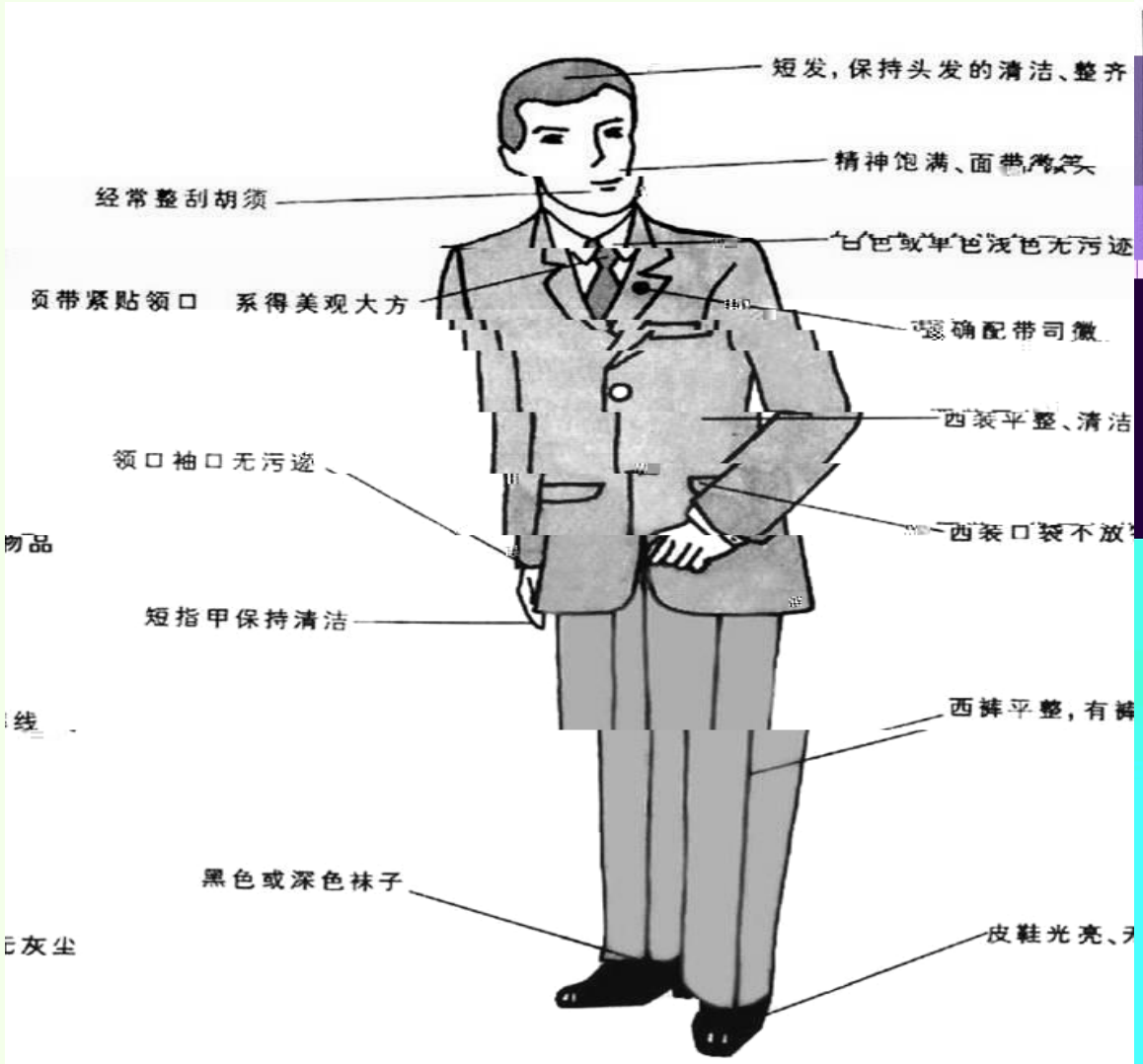
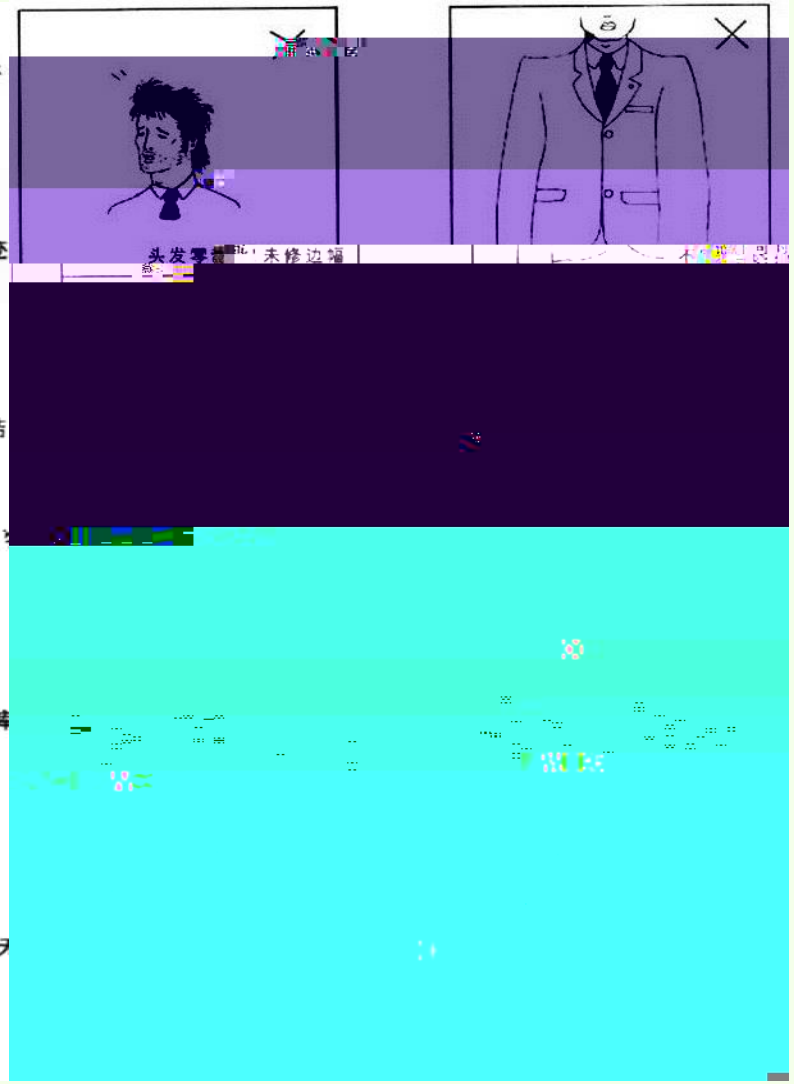



短发，保持头发的清洁、整齐
精神饱满、面带微笑
经常整刮胡须
衬衣领口及袖口清洁无污迹
领带紧贴领口
系得美观大方
正确配带司徽
西装平整、清洁
领口袖口无污迹
西装口袋不放
物品
短指甲保持清洁
西裤平整，有裤
黑色或深色袜子
皮鞋光亮、无
灰尘


头发零乱，未修边幅

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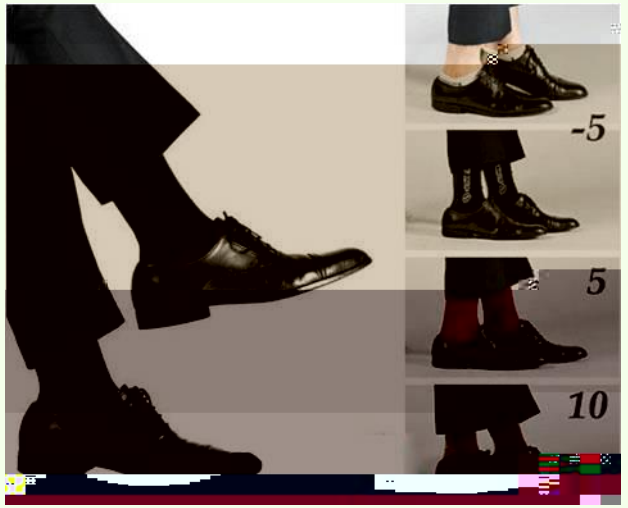
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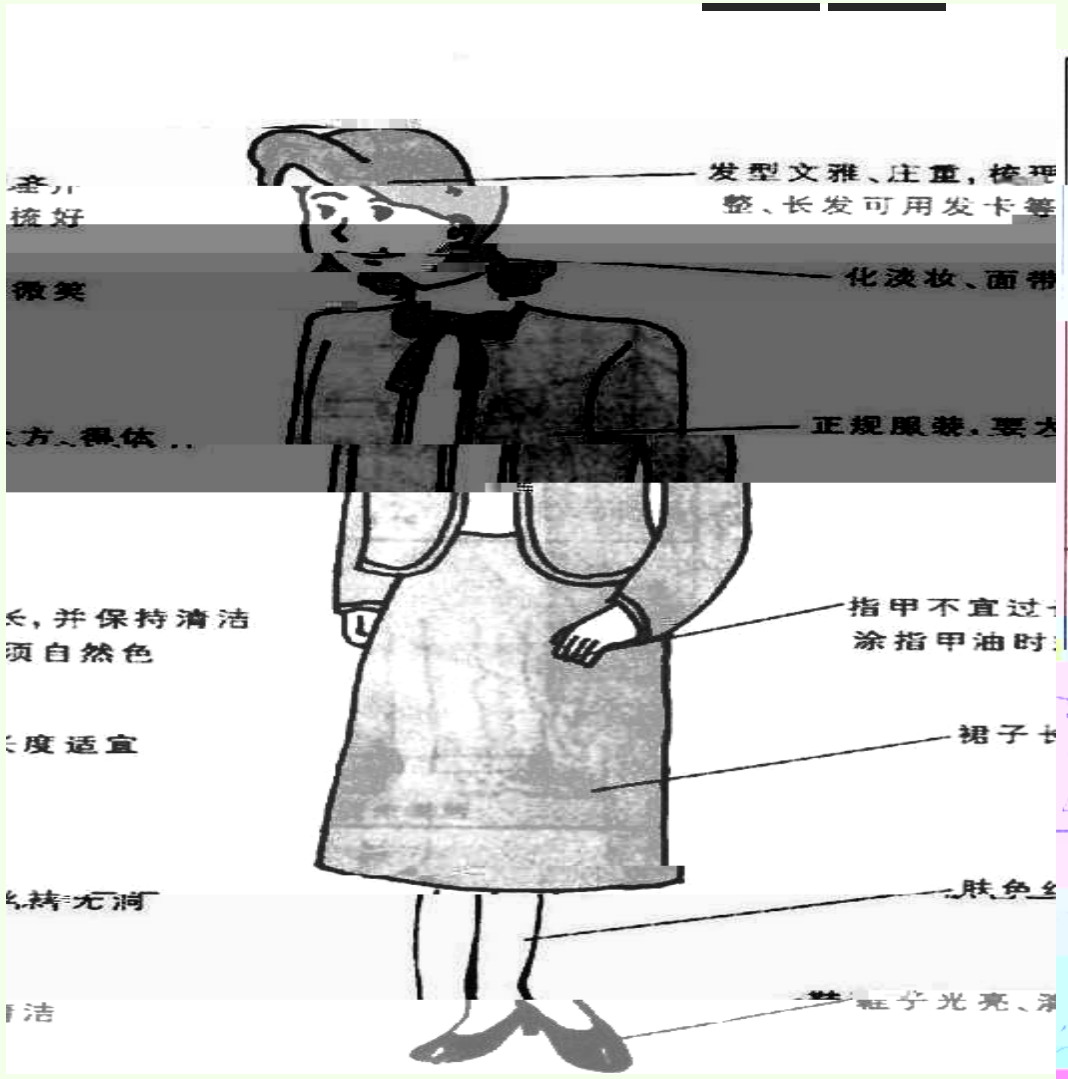
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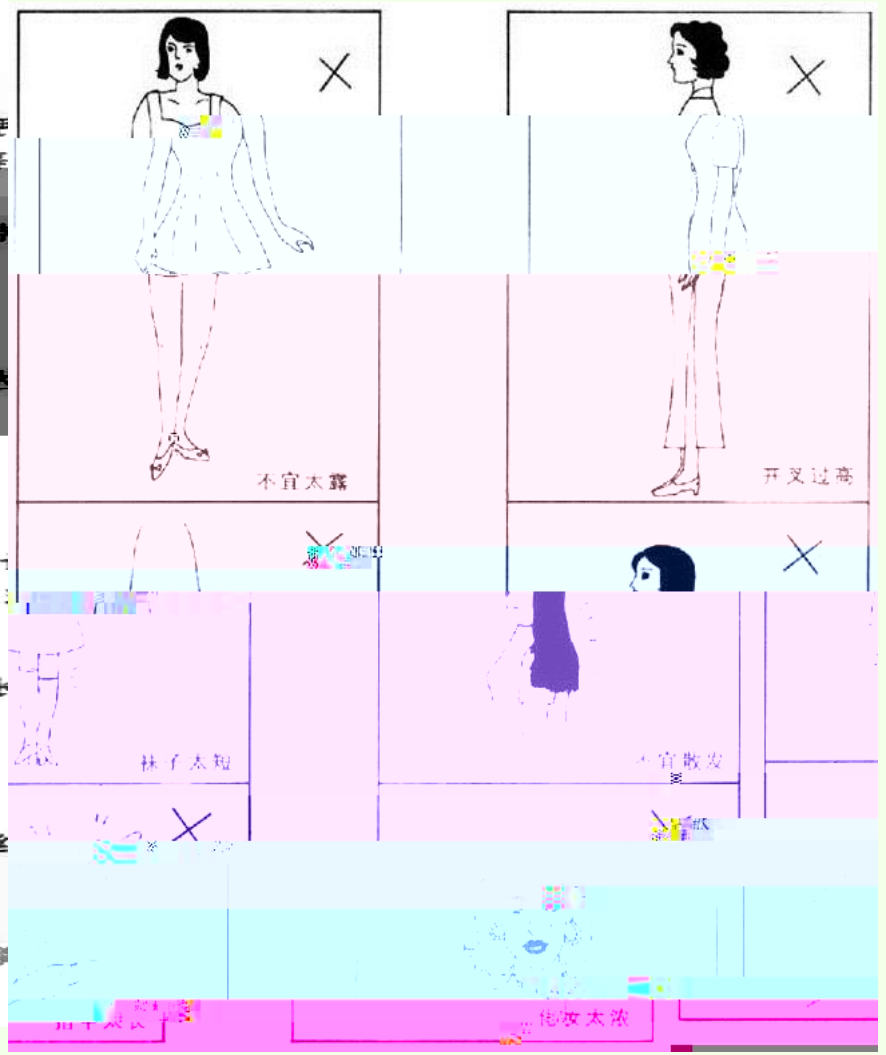
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发型文雅、庄重，梳理
整、长发可用发卡等
化淡妆、面带
正规服装，要大
指甲不宜过
涂指甲油时
裙子长
肤色丝
鞋子光亮、洁


不宜太露
开叉过高
袜子太短
不宜散发
化妆太浓

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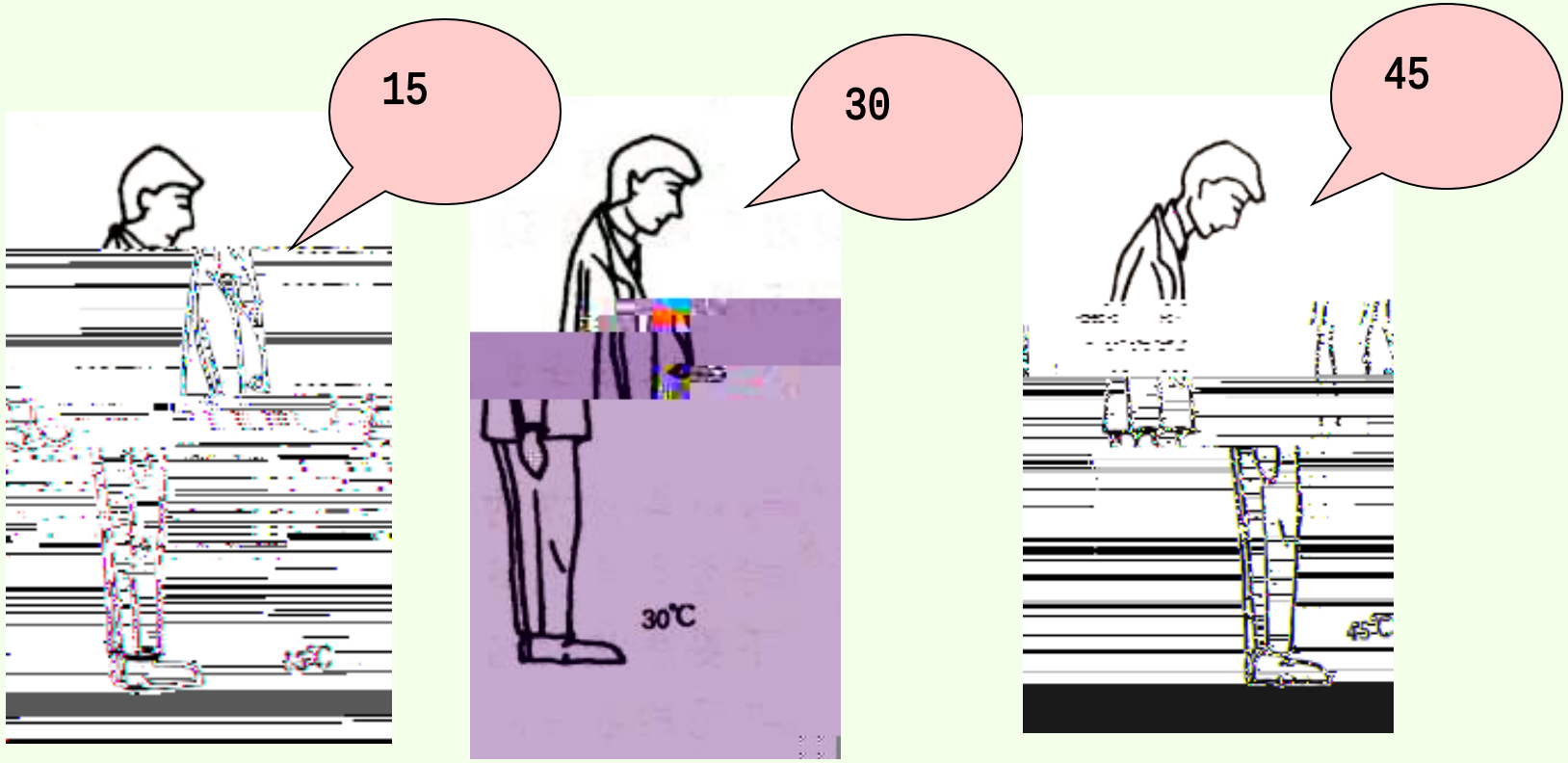


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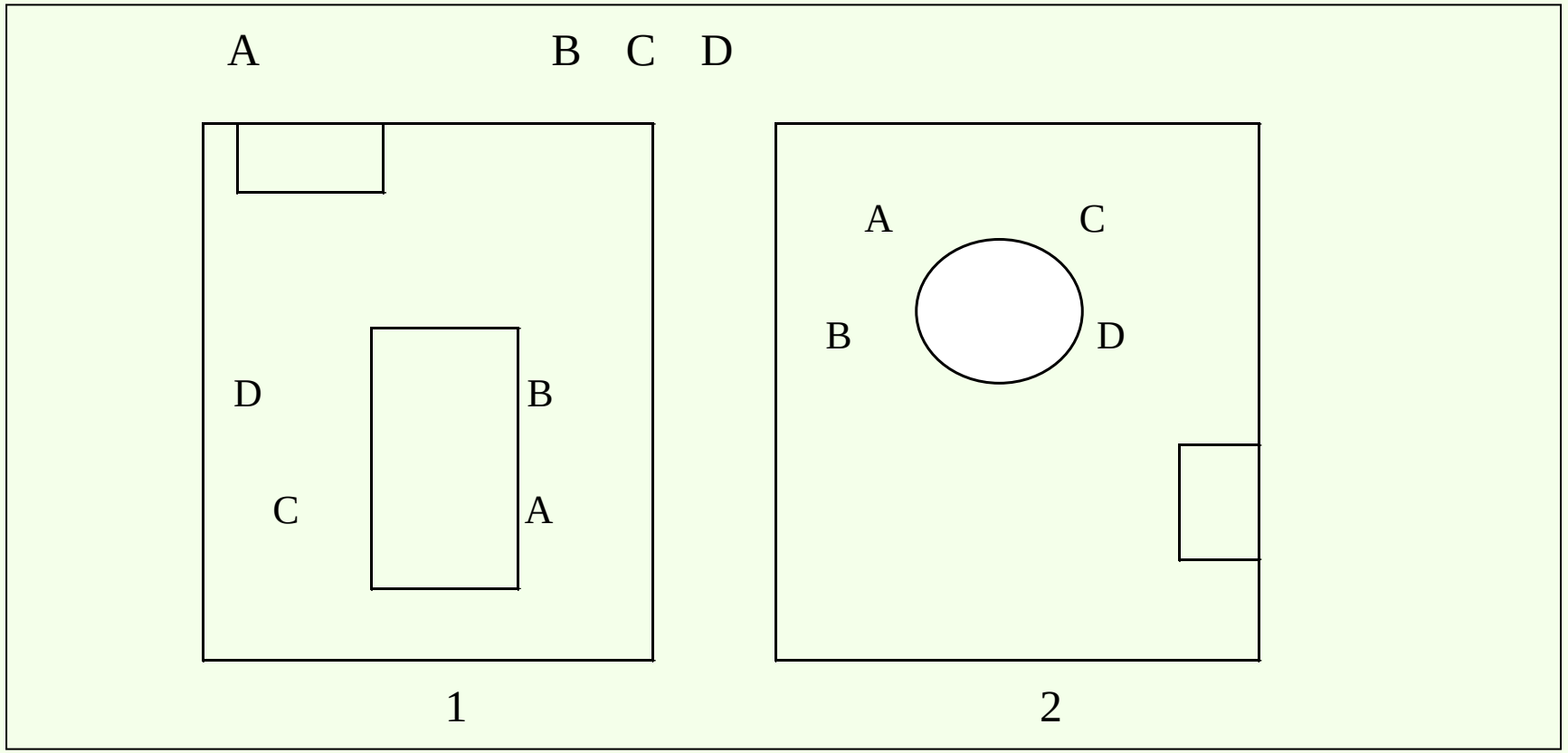
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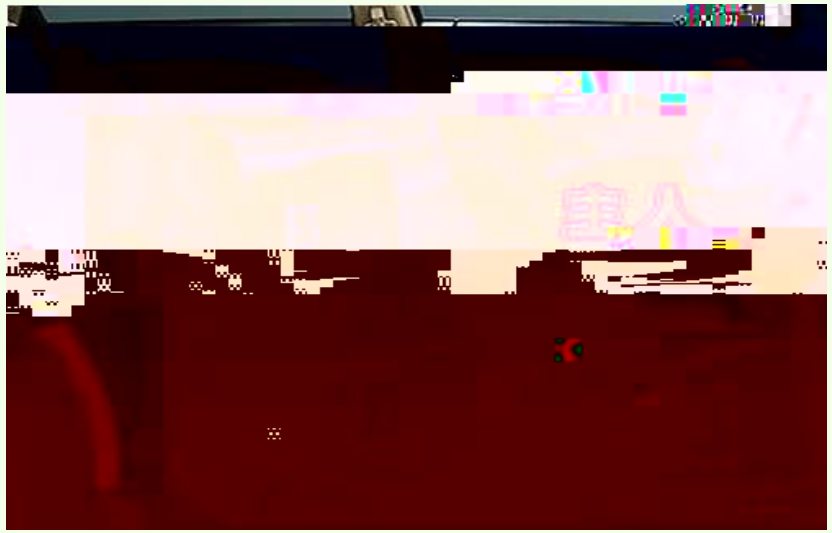
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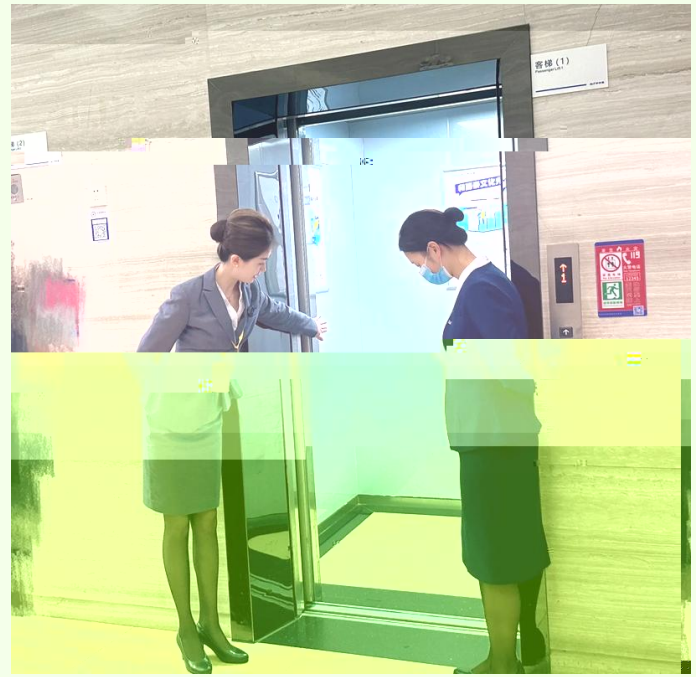
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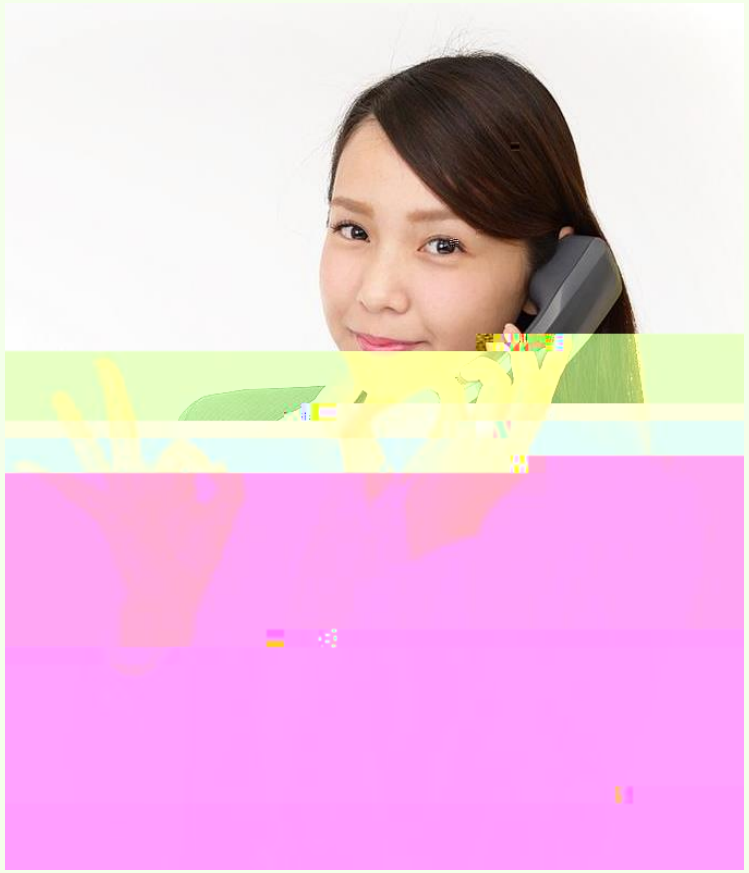
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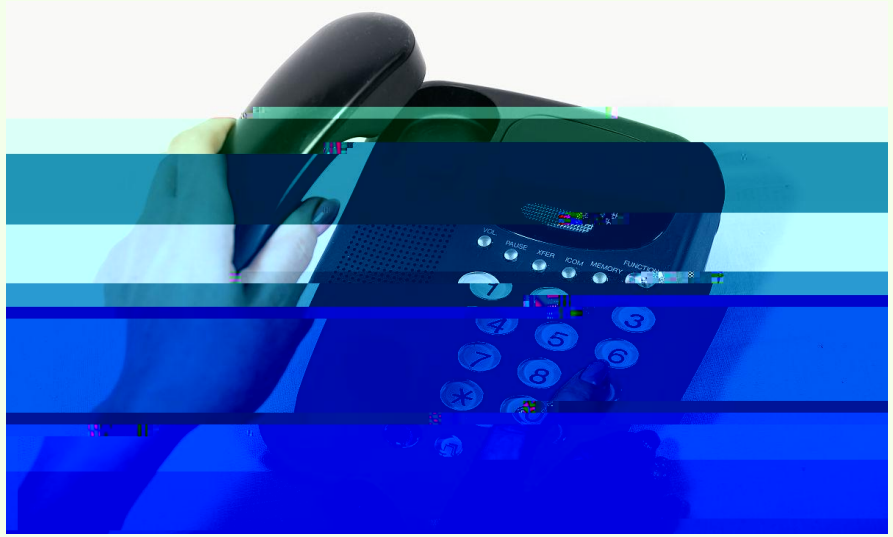
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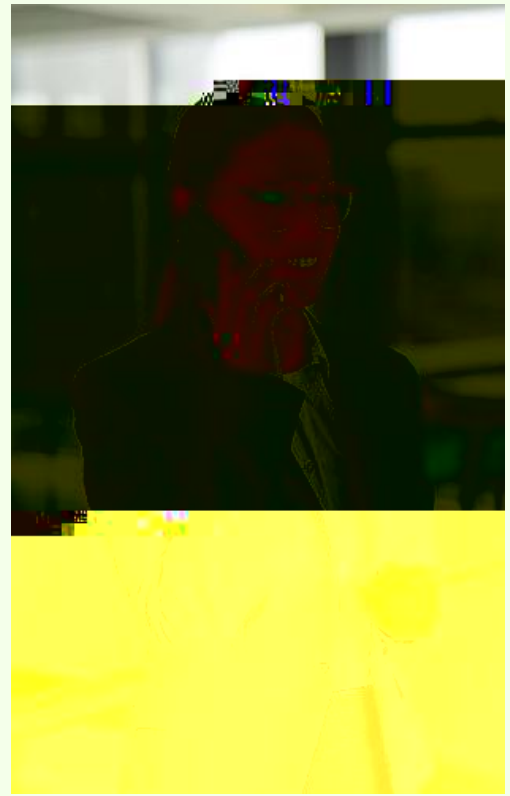
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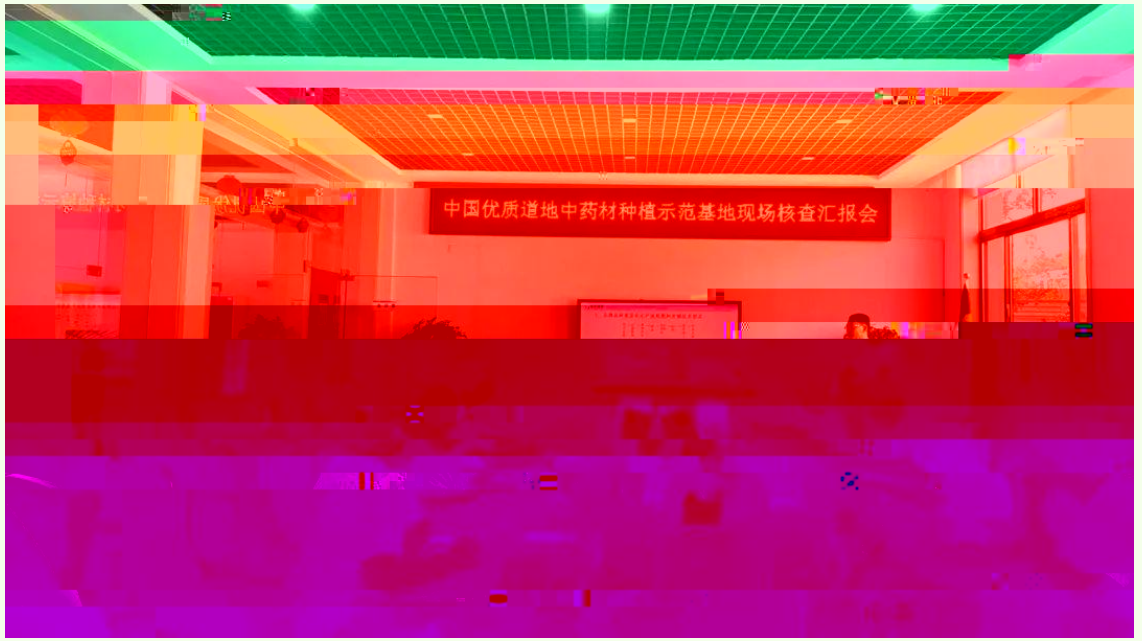
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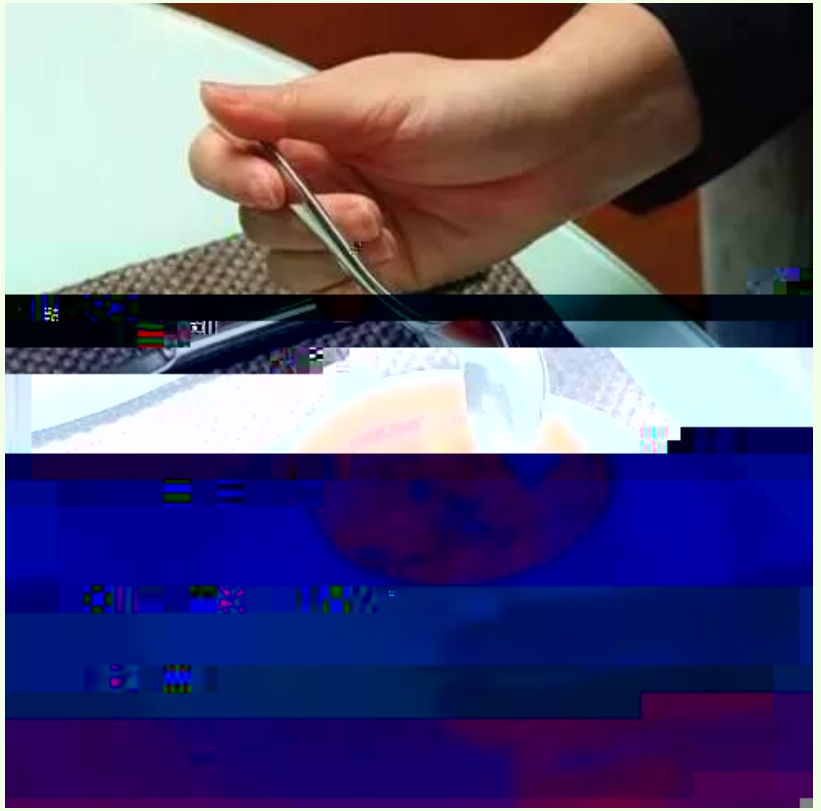


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A.

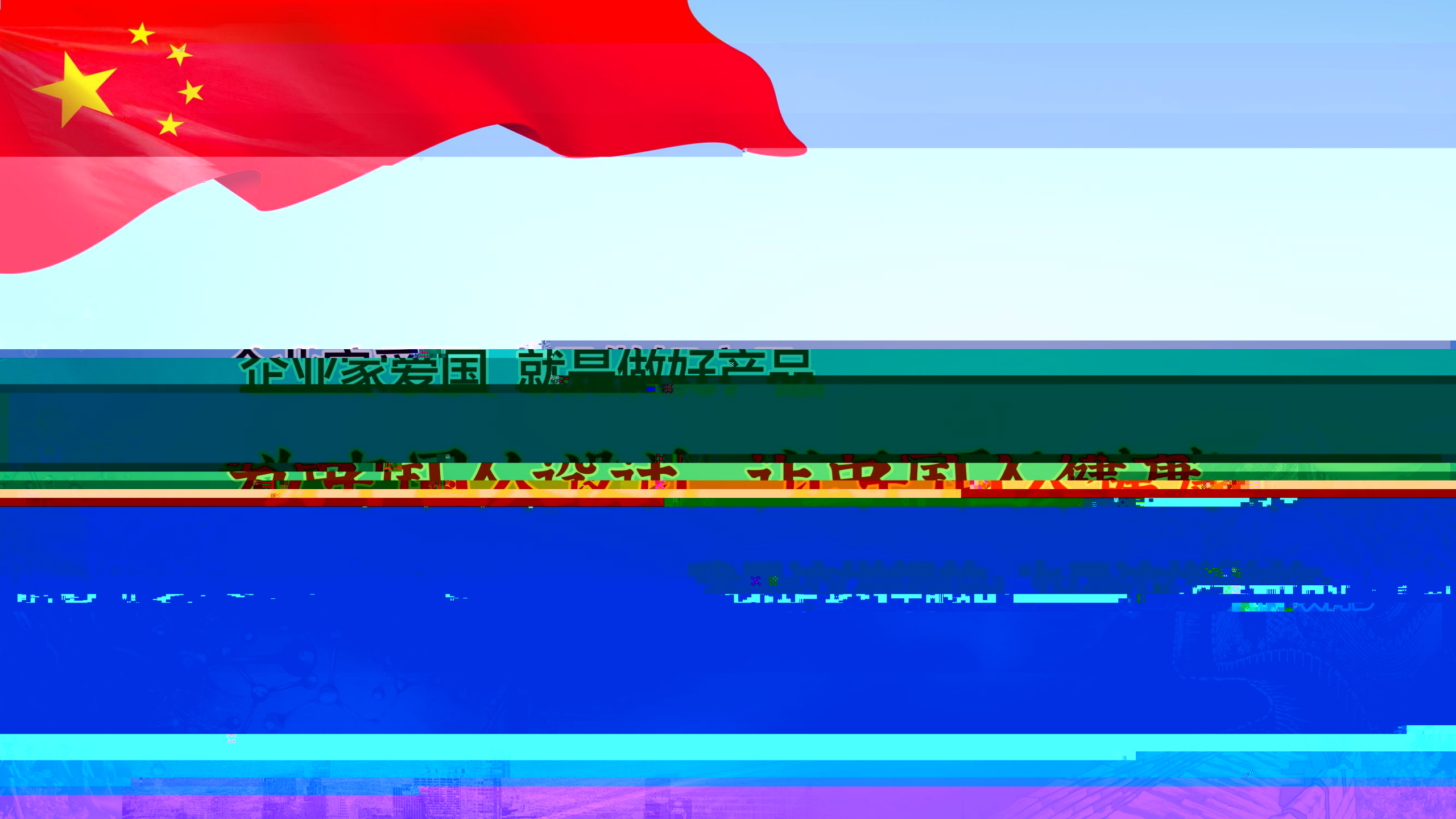


B.



C.




企业家爱国 就是做好产品