**Professional Profile Photo Checklist**

When someone is looking at any of your profiles your photo becomes an integral part of it- be it your Zoom or Slack profile, Resume, LinkedIn, GitHub or Portfolio, and it matters the most, along with your employment history and other credentials. It markets you as a strong prospective employee or a good industry resource for networking.

Here are tips on how to get a Great Professional Photo! These guidelines work well for all the sites where you need to project a professional image of yourself with a business photo.

**Picking the Right Photographer:**

* I chose a professional photographer or someone with good photography skills.
* Alternatively, I asked a friend or family member to take my photo, ensuring they can make me smile naturally.
* I ensured the photographer followed guidelines for background and framing.

**Selfie and Framing** (Alternatively)**:**

* I took a clear and professional-looking selfie.
* I used a computer's camera or a high-quality phone camera with a 5-10 sec timer for a composed shot.
* Before taking the selfie, I ensured good lighting and a clutter-free background.
* I checked that the angle is straight facing with shoulders placed equally.
* I cropped the image only till shoulders MAX.

**Headshot Composition:**

* I used a Headshot Only:
* My profile photo focuses on my head, neck, and shoulders.
* I ensured it looks clear and professional as it appears as a small thumbnail.
* I avoided including distracting elements or other people in the photo.

**Expression and Attire:**

* I maintained eye contact with the camera to establish a strong connection.
* I ensured my expression in the photo is approachable and friendly.

**Body Language:**

* I maintained a straight posture with straight shoulders.
* I presented a natural and professional smile, practising to find the right balance—neither too little nor too much.
* I made sure my body language exudes confidence and approachability.

**Dress Professionally:**

* I dressed appropriately for my field, choosing formal attire.
* I avoided T-shirts with round necks/collars, stylish informal clothes, beanies, and excessive makeup.
* I avoided busy patterns, distracting accessories, and excessive makeup or jewellery.
* I ensured long hair, if present, is well-groomed and not styled.

**Background:**

* My photo features only me without distracting elements in the background.
* I opted for a plain-coloured, light background to maintain simplicity.
* I ensured there are no visible distractions, ensuring the focus remains on my face.

**Image Quality:**

* I checked that the image quality is clear and not blurred.
* I ensured that the aspect ratio of the image is proper, without stretching or shrinking.
* I avoided black-and-white images.

**Consistency and Updates:**

* I chose a recent photo to accurately represent my current appearance.
* I used the same professional photo across all my professional and social networking profiles.

**Few Poor Profile Pics ❌**

|  | * Not a headshot * Casual Body language * Face not clearly visible |
| --- | --- |
|  | * Cluttered background * No smile * Camera angle not straight |
|  | * Unprofessional * Doesn’t show the person’s real identity |
|  | * Not a straight angle * Hands visible * Informal clothes (t-shirt) |

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# **Few Good Profile Pics ✅**

|  | * Smiling Face * Formal clothes * High picture quality * Stright shoulders * Clear background * Maintaining eye contact * Well-groomed |
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