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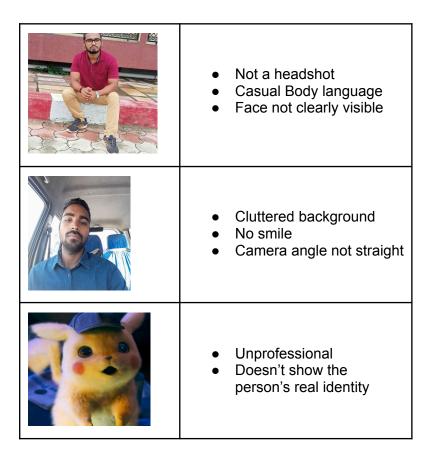
Here are tips on how to get a Great Professional Photo! These guidelines work well for all the sites where you need to project a professional image of yourself with a business photo.

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 picture.
- ☐ 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)

Few Good Profile Pics ✅

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