

# Headshot Guidelines

We highly recommend that you take the time to have a professional headshot taken, as your photo may be displayed within publications and on websites, PowerPoints, posters, and more. If you have already had a portrait taken by a professional photographer, verify that the photographer has provided you with a high-resolution photo. If not, below are tips for taking a headshot yourself.



- Take a high-resolution, 300 dpi picture.
- Ensure that the full size of the photo is not in KB. In most cases, this will be too small. Higher-resolution photos tend to be 1 MB or up.
- Include sufficient background space around your head and shoulders. Designers can always crop out unnecessary space later in the process. Do not use a zoom function.
- Take the picture indoors, in front of a neutral background, with even lighting.
- Do not use a group photo.
- Do not use a photo with red-eye. Turn off the flash, if possible.

## Helpful Articles

- **How to take a headshot using an iPhone:** <https://kickpoint.ca/how-to-take-a-decent-head-shot-using-your-phone/>
- **How to check your photo resolution:** <https://fusionyearbooks.zendesk.com/hc/en-us/articles/207067043-How-do-I-check-for-photo-resolution->