

Headshot Requirements

File Size & Type

Headshots are used for various instances such as social media and blog thumbnails. To allow for flexibility of use, we request the **file size is 1200 pixels wide**. (Our minimum accepted size is 700 pixels wide.)

To check dimensions:

MAC

- Right-click on image
- Select “Get Info”
- Dimensions will appear in the “More Info” section

PC

- Open Windows Explorer
- Navigate to the image and select.
- Dimensions will appear in the bottom of the window.

Files type should be submitted in one of the following formats: .jpg, .tiff, or .psd.

Focus

You are the focus of the headshot and we want you to look your best! For a successful picture consider the following:

- Use a neutral background and abstain from taking pictures in social settings like parties or vacations.
- Ensure there are no people or recognizable objects that will cause distractions.
- Look directly at the camera and avoid side shots.
- The image should be straight on, not tilted.

Lighting

Position the main lighting source in front of you to avoid harshness of shadows across your face.

Layout

The headshot should leave room above your head and capture you through mid torso.

Acceptable



NOT Acceptable



- Low resolution



- Busy background
- Holding object
- Image is tilted



- Image is too zoomed up
- Not enough space between head and top
- Does not capture image through torso