COLGATE UNIVERSITY

Career Services

How to take the perfect headshot

A headshot is often your first impression for potential employers. Your headshot should appear professional, high quality, and clearly portray your face while representing who you are.

How to dress

There are multiple ways to dress for a headshot, depending on what it's being used for. Consider what you'd wear to the opportunity that you're applying for. LinkedIn headshots are usually business or business casual.

Getting started

Ask a friend to take the photograph. Don't use a selfie.

Tips for the photographer

- 1. You don't have to use a DSLR camera. Most phones can produce good-quality photos.
- 2. Use a plain background if indoors. If outdoors, be sure nothing conflicts with the subject (such as a lamppost) or blends in too much with their outfit.
- 3. Take the photo about three to six feet away from the subject, leaving a bit of space around their face and cropping the bottom of the photo at their chest.
- 4. Make sure the camera is at the same level as the subject's eyes so they're not looking upward, downward, or sideways.
- 5. Take multiple pictures with the subject smiling so that they can choose which shot they prefer.

Photographer troubleshooting

- 1. If your subject has glasses and is getting glare on their lenses, tilt their head slightly upward.
- 2. If there are shadows around the eyes or across the face, make sure your light source is not directly above or behind the subject.
- 3. If your subject appears dark, avoid including snow or other reflective surfaces in your background.





