

DIAMOND PRIVATE STAFF

PHOTOGRAPH GUIDELINES

In order to ensure we are representing you at your best, please follow the following guidelines when submitting a photograph of yourself. This photograph will be sent to potential job vacancies and must represent you well.

PHOTOGRAPHER – you don't need to pay out for a professional photographer, though this will make it easier for a perfect headshot. You can ask a friend to take several shots of you – this will be easier with someone you are comfortable with, and ideally someone who knows how to handle a camera! Alternatively, you can take the photo yourself as a selfie – your phone or computer's camera will be fine. Please ensure the photo quality is as high as possible.

FACIAL EXPRESSION – smile. This should be a warm, natural smile that makes you look accessible and engaging. **Please do not pout or pull faces.**

HEAD SHOT – Please ensure your photo is a headshot; meaning it only shows your face and shoulders. If you include your whole body, your head will appear too small and you will not be as recognisable.

DRESS PROFESSIONALLY – keep make up minimal, hair styles natural and dress in office-attire. It is far better to be too conservative than too casual in this instance. Try to keep colours neutral and plain; black, grey, white and navy are good choices. Please avoid busy patterns. Avoid anything that reveals the shoulders or the chest.

KEEP IT SIMPLE – Your photo should be of you, and only you. Do not include objects, pets, friends or children. Avoid busy backgrounds – it's best to stand against a solid, light-coloured background. Please remember this is a professional CV photo, and not social media – we don't need to see your holiday, pets or friends!

SELECT A CURRENT PHOTO – Please make sure your photo is up to date. A photo that is not representative of how you currently look is not acceptable – employers want to see honest, up to date photographs of their candidates; it's strange to be introduced to someone who looks 20 years older than their profile photo!

WHAT WE ARE LOOKING FOR:



WHAT WE ARE NOT LOOKING FOR

