

## BUSINESS CARDS

It's a quick way to make a good impression and a great way to hand out your contact information when networking. Few recent college graduates or current students will have cards so you will immediately stand out to employers and potential networking contacts. Give your card to anyone you have contacted and would like to connect with again. Whenever you give someone a business card, ask for his or hers in return. You never know when you might meet someone who can help you, so always have cards with you.

### What should be on my business card?

Your name and contact information (email, phone number and address), of course! Additionally, you may want to include your degree and relevant skills or strengths. If you have a website, e-portfolio, virtual CV or a LinkedIn profile, you can list the link. See samples below.

### Options for printing

A variety of retailers offer a range of designs and printing options in their stores or online, and might offer deals for students.

- Staples
- FedEx Office
- Vistaprint

### Microsoft Word

Microsoft Word has business card templates you can download and personalize then print on business card stock available at most office supply stores.

### Samples

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**Skills:** proofreading, copy editing, writing, marketing,  
graphic design, html coding

**Proficiencies:** AP, APA, MLA, and Chicago styles;  
InDesign, Quark Xpress, Adobe Photoshop