

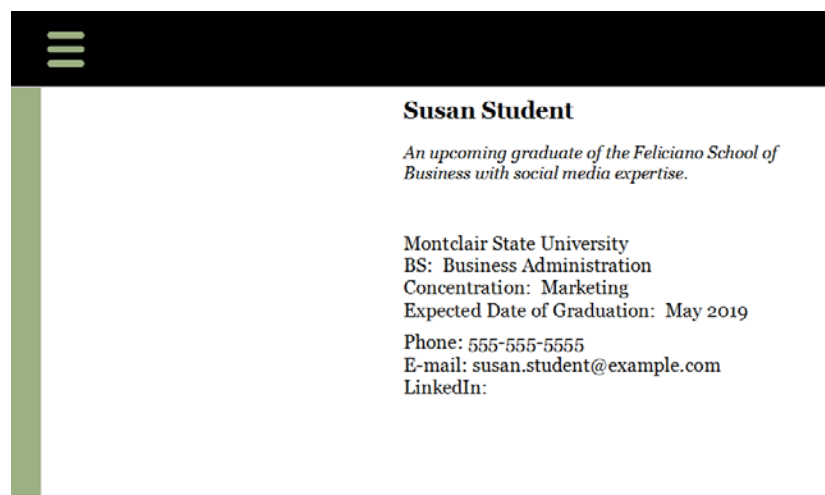


Networking Business Cards

Networking business cards are vital tools for students or graduates who are job hunting. They provide the opportunity to present critical career and contact information easily and professionally in both social and professional networking situations.

What does a Networking business card look like?

- It looks like a traditional business card, containing key contact information such as your name, phone number, and email address.
- It focuses on your career profile, resume highlights, or a unique selling proposition as opposed to a job title and company.
- Example:



Designing and printing Networking business cards

- Include all pertinent contact information such as your name, permanent address, cell phone number, professional email address, and LinkedIn address if you have one.
- You can have your networking business cards printed at a local printing shop, numerous websites, or print them yourself using Avery 3612 business card paper and a template which can be found in most word processing programs.
- Remember to keep the design and layout clean and simple, use professional fonts, limit your font size to 10-11 pt., and use traditional colors for ink and paper.

Networking business card printing details

- Go to vistaprint.com, and select your desired type of business card from the drop-down menu.
- Choose a design, input your information, and place your order.
- or
- Open Microsoft Word, and select the File tab.
- Click on New, and then select Business cards from the options.
- Choose an appropriate template, and input your information.
- Print the final version on business card paper using a laser or inkjet printer.