

BUSINESS CARD TIPS

General Business Card Tips:

- Always carry your business cards with you!! You do not want to be caught trying to network without a business card.
- Always have plenty of cards! If you do run out get the contact's card and follow up by either mailing your own card or emailing them your contact information.
- Be sure to distribute updated cards. Don't ever give a business card with information scratched out from your last place of employment. It looks unprofessional and sloppy.
- Use a business card holder. Don't just throw your business cards in your purse or stuff them in your wallet. Cards that look like they've been in your pocket for months are a turn off!
- Keep your cards separate by using a holder that allows you to separate your cards from the ones you have gathered. Don't carry other people's cards mixed in with yours.
- After you take someone else's card, write notes on the back to remind you of who they are. What's the point in getting the card if you don't remember how you got it or who gave it to you?

What should I include?

- If you are a full time student, you should include:
 - Full name
 - Special titles if applicable (ex. Peer Mentor)
 - University
 - Degree w/ expected graduation date
 - Phone number (preferably the easiest one to reach you at)
 - Email address
- If you are employed, you should include:
 - Full name
 - Title
 - Employers
 - Work address
 - Work phone number
 - Work fax number
 - Email address

***Note:** You can find business cards at:

- ⇒ Kinko's
- ⇒ **Most Local Photocopy Shops**
- ⇒ www.vistaprint.com (free)
- ⇒ www.moo.com

Networking, Informational Interviewing & Business cards, Career Center, Temple University, Philadelphia, Pennsylvania. Retrieved from <http://www.temple.edu/provost/careercenter/Students/Networking.htm#Business>



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