Connect to Your Career

3-3 Business Cards

1. Conduct an Internet search for *business cards* + (*your industry*). Review the results. Are there any common design elements or specific information typically included? Select a style that you would like to use.

<<Place Answer Here>>

2. Record the information you will include on your business card.

• Full name: <<Place Answer Here>>

• Job title: <<Place Answer Here>>

• Phone number: <<Place Answer Here>>

• E-mail address: <<Place Answer Here>>

• LinkedIn URL: <<Place Answer Here>>

• Twitter handle: <<Place Answer Here>>

• Online portfolio: <<Place Answer Here>>

• Blog URL <<Place Answer Here>>

• Other: <<Place Answer Here>>

• Other: <<Place Answer Here>>

• Other: <<Place Answer Here>>

3. Describe your plan for having business cards printed. Will you order them online, visit a printing shop, or use your own printer?

<<Place Answer Here>>

4. Save your Word document as *FirstnameLastname\_*BusCards.docx (i.e., JohnSmith\_BusCards.docx).