Chapter 18

Activity 18-1 Creating a Business Card

**Directions:** Business cards are a professional way of leaving your contact information when interviewing, working in the community, or networking with new people. Using the template provided below, or one that you select from your word processing software, create a business card. Omit the placeholders and replace them with your personal information.

Company Name

First Name Last Name

Title

Phone Number

Address

City, State, Zip Code

Fax Number

Website

E-mail Address

