**ASU**®

# career guide
## student business cards worksheet

ASU Career Services offers a comprehensive on-line Career Guide designed to help you evaluate career options, learn about internships and launch your career. The Career Guide includes detailed information about cover letters and resumes, interviewing, business etiquette, portfolios, graduate school admission processes, effective job and internship search strategies and more. Visit the Career Guide at **asu.edu/careerguide**.

## Why would you need one?

Currently, many organizations are not accepting student resumes in person and are asking students to apply for positions online, especially at career fairs and networking events. Being able to hand out a business card in these situations will help recruiters remember you when they come across your resume in their system.

According to "College to Careers," having business cards is necessary because:

- it makes you appear more professional
- it makes networking easier
- it helps you brand yourself: **collegetocareers.com/college-students-business-cards/**

## What should it look like?

Like a resume or a cover letter, a business card is a marketing tool used to highlight you! What you put on it should be a reflection of how you would like to brand yourself.

It should definitely include:

- Your name and contact information – this should be the main focus of the card

It could also include:

- A nice photo of yourself
- A logo or slogan…something that stands out or presents you as a "brand"
- Your degree information
- Skills and experience
- Accomplishments and goals
- QR code

Remember:

- Make sure the font is big enough and easy to read
- A simple, clean design can never go wrong

## Where can you get one?

Do It Yourself – You can use an online template such as the one at Avery:

Avery.com/jobsearch

Order online:

**Vistaprint.com**
**Uprinting.com**
**Us.moo.com**

In person:

ASU Print Lab
OfficeMax



*Your personal slogan here*

**STUDENT NAME**
Arizona State University

Bachelor of Arts, May 2012
Major and Minors

*Your picture here*

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