



GROUPE / GROUP

Atlantic Human Services Inc.
Services humains de l'Atlantique Inc.

HOW TO CREATE BUSINESS CARDS FOR YOUR JOB SEARCH

Why? Business cards provide you with a professional way to share your contact information with people who may be good business contacts and may be able to provide you with job leads or other support related to your job search.

When? Your personal cards will be very useful at any time you meet someone who would be a good business contact and you want to provide that person with your contact information but you:

- a. do not have a résumé with you
- b. would not feel socially appropriate to hand your résumé to that person at that time

Keep your networking cards clean and crisp and bring them EVERYWHERE you go!

Your cards must include the following information:

- Your name
- The same contact information you would include on your résumé (i.e. address, phone numbers, email address)
- The title of the job you are seeking
- You may also include 2 or 3 important skills, qualifications, or abilities

*****REMEMBER: Simplicity is key!**

It's important to keep your card clean and professional looking.

Based on information found on: <http://www.careerchoiceguide.com/personal-calling-cards.html>
