



GET CARDED

Before you reach out to connect with a Professional Association, be prepared to share positive and professional information about yourself — what you need and want, and what you have to offer. A great way to prepare and convey your information is to create a **networking card**. This card allows you to leave relevant information about you with your contact. Review the networking cards below and then create your own.

Joy Hsu

Seeking Information Technology Internship

joyhsu2@gmail.com
555.456.5678

Experienced • Dedicated • Dependable • Excellent




Morgan Jones

mjones@gmail.com
555.123.4567

Seeking internship with a Sales & Marketing Company

Creative, Persuasive, Dependable,
Goal Oriented



Joel Garcia

jgarcia@gmail.com
555.123.4567

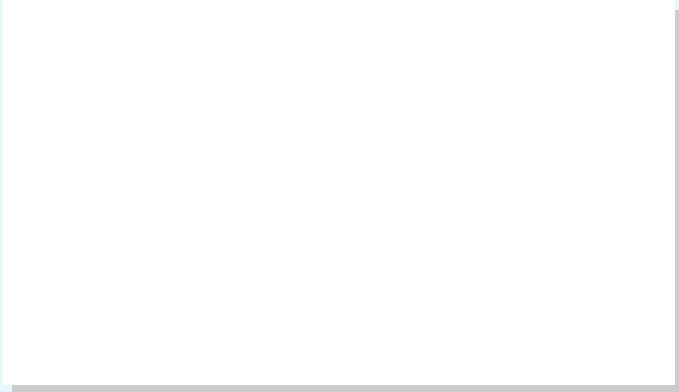
Looking to make the right connections...

Currently studying Electrical Engineering – Sacramento City College
Seeking Summer 2014 Internship with Electrical Engineering Firm

Leadership experience • Academic honors • Excellent references

These “mini-résumé” cards are a great way to introduce yourself, leave a memorable impression, and encourage professionals to contact you for more detailed information.

- Be sure to include your...
- Name, phone, email, website if applicable.
 - Job title or opportunity you are seeking.
 - Your personal tagline...a few words about who you are and what makes you special.



There are resources, both online and at your local copy store, that can turn your design into a professionally printed piece.



And don't forget the back side of your card where you can provide additional information through words or images.

“ONCE YOU'RE IN THE PROFESSIONAL WORLD, YOU SORT OF MAKE THE ASSUMPTION THAT PEOPLE HAVE A CARD- IF YOU WANT TO PLAY IN THAT WORLD, YOU HAVE TO HAVE THE TOOLS. — LINDSEY POLLAK”