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## Interview and Resume Tips: Business Cards

Part of being organized and ready for your interview should include a little preliminary work. Job seekers should always have a business card and there are a few different options for creating business cards for your personal or business use. The business card shows your professionalism as a job seeker and reminds potential bosses of who you are and how to contact you. Having your contact info near when they decide to hire you for a job will score you some extra brownie points with the boss before you even get your foot in the door. Here I offer some tips on creating a business card that will catch the eye of potential employers.

1. Paper. Picking a cardstock for your business card is the best type of paper to use. Never print business cards on plain copy paper or anything of the sort. A heavier paper is needed and using a gloss finish paper is also an option to make your card look good.
2. Colors. Using colored cardstock is ok for some business cards. Traditionally using black ink for the text of your business card is customary, although using colored ink as an accent is also another option when you want to look diverse in your design and presentation.
3. Size. Generally, the dimensions of a standard business card are about the size of a credit card or a little smaller. You do not want the card to be too big since the point of making the business card is to have it small so it can fit in a wallet or business card holder.
4. Photos and designs. Picking an icon of the type of work you do is best for your business card. It reminds people of the type business you are in and also makes your business card look snappy. This is where creating your own business card can be fun and exciting (and worth the extra time). Business cards can be simply made with an Avery template by going to [www.avery.com](http://www.avery.com) or by using a more advanced design and photo program like Adobe Photoshop.

Business cards are a necessity for all **job seekers**. They can be created fairly cheaply or printed at a professional print shop if you have more money to spend on creating one. Either way, you will want a professional and tasteful card to give to a potential bosses (or to clients if you are a freelance writer like me). Business cards should always consist of updated contact information. These cards should also serve as a positive image for yourself, your business, or the company you work for. To learn more about creating business cards and the most comprehensive career advice on the web check out [www.hound.com](http://www.hound.com).

**See the following articles for more information:**



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- **21 Major Interview Mistakes to Avoid at All Costs**
  - **The Best Way to Prepare for a Job Search and Interviews**
  - **How to Talk About Other Interviews in Your Interviews**
  - **How to Answer the Tell Me About Yourself Interview Question**
  - **How to Answer the Do You Have Any Questions for Me Interview Question**