

# PROFESSIONAL

## CREATING YOUR JOB SEEKER'S BUSINESS CARD

Use your business card as you network at company information sessions, career fairs or any employment related events. It is an alternative to providing a resume if you meet someone unexpectedly and is much easier to have with you at all times. The only limit is your imagination!

- It gives your network connections information about you. Can include: your contact information, Academic Specialization, Career Objective, Top Skills Highlights, Experience Highlights, Qualities
- Ensure the appearance of the card is appropriate to the industry you are targeting
- Use it as a "reduced resume" or "expanded business card". Use both sides of the card if needed.
- Cards can be printed at low cost from online print services or print shops

## USE YOUR JOB SEEKER'S BUSINESS CARD

Leave your card with the recruiter or person you have had an informational interview with, to show your initiative, interest, and motivation. "Thank you very much for your advice. It has been very helpful" or "Thank you, here is my card that outlines my skills, as I am really interested in working for this company." You can also ask if they would like you to submit a resume.

- Attach to your Resume - this will set your application apart from the others
- Business card exchange is reciprocal. When you obtain a new contacts' information, be sure to follow up with a personalized email message and/or a request to connect on LinkedIn. Foster and maintain the relationship
- Focus on quality conversation and card exchange vs. quantity
- Give a card to each of your contacts to help them remember what you are interested in and to remind them to keep an eye out for job openings in your field

The following are samples for your review:



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**RUBY RECRUITER**

[rrecruiter@gmail.com](mailto:rrecruiter@gmail.com)

Phone: (905) 555-9009

Cell: (905) 555-2222





CAREER FOCUS: **RECRUITMENT & SELECTION /  
TRAINING & DEVELOPMENT**

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Phone: (905) 555-9009

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-  3 years experience in Recruitment & Selection
-  Excellent facilitation & presentation skills
-  Ability to manage multiple projects
-  Proficient in candidate screening software

*Interested in full-time or contract work*