

Items on this page are typed in 11 point Times New Roman font.

Generic items to include on your business card:

Your Name
School Name
College Name (if University)
Major: Your Major
Seeking co-op, internship, or career employment

Your Street Address
City, State Zip Code
Area Code and Phone Number
Professional Email Address

How it looks with actual information.
The information on this sample is fictitious.
Use your own information:

Joe Student
Wright State University
Raj Soin College of Business
Major: Management Information Systems
Seeking career employment

1111 Old Yellow Springs Street
Fairborn, OH 45435
937-864-XXXX
joe.student@aol.com

Copy and printing stores often have templates available for business cards.

Wright Copy Center, in the WSU Student Union, can print business cards.

Contact Wright Copy Center at 775-5784 for pricing and scheduling information.