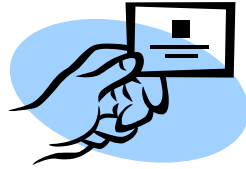


BUSINESS CARDS: DON'T LEAVE HOME WITHOUT THEM!



Business cards represent the easiest, simplest way to communicate the most basic information about YOU to someone who might be helpful, soon or far in the future. It is essential that you have business cards, whether or not you think you are “in business.” You are always in business, the business of YOU!

Business cards provide all your contact information in one easy-to-read place, in a format that everyone understands. Be sure to have some printed **before** you begin your job search and **enclose them in all packets of material** you send to potential employers or network contacts.

And whether or not you are currently on the job market, **always** have a few cards in your wallet or briefcase. You never know when you’ll meet someone you’d like to add to your network. Be sure, of course, to take a card of theirs for your ever-growing list of professional contacts

There are lots of ways to get snazzy business cards designed and produced. You can spend a lot of money on them if you want to.

The good news is that as a Brandeis student you may, for a reasonable price, order Brandeis business cards with all your pertinent information included.

If you just want to get the job done quickly and inexpensively while you are a graduate student at Brandeis, the GSAS office has an excellent arrangement. **Here's what you do:**

Call Helene Greenberg at 781/736-3413 for an appointment. At her office in Kutz Hall in about ten minutes time, Helene will collect information from you, accept your check for \$19.10 (made out to Brandeis University), and submit your order. In seven to ten business days you will receive 250 cards with your name, title, and contact information and the familiar Brandeis blue logo. You can be proud to hand these to colleagues, potential employers, friends, family, and your neighborhood *barista*.

Remember, if you run out of business cards quickly you know you are doing an excellent job of networking!



