



O'NEILL

CAREER HUB

O'Neill School Business Card Template Directions

1. Download the template via our website.
 - a. Search “business card” or head to the Resources tab and select “Handouts and Guides”
2. Decide where you plan to print your business cards
 - a. [Vista Print](#) is a great source and they usually have promotions or discounts available!
3. If you choose a 3rd party site, make an account and open a blank square business card
4. Upload the design from your desktop (try PDF version of template first, if this does not work upload the JPEG file)
5. Drag the image of the template into your blank card (if it does not automatically populate)
6. Choose a font and insert a text box for your personal information
 - a. NOTE: O'Neill business cards are strongly suggested to use Benton Sans font, if not an option, please select an appropriate professional option.
7. Insert personal information as follows:
 - First and Last Name**
 - Degree and/or Major
 - Email@IU.edu
 - Phone
 - Linked in URL
8. Send to print and get ready to network!