

Guidelines for Use of Student Business Cards

At the request of law students the University of San Francisco School of Law is allowing currently enrolled law students the option of purchasing business cards with the University logo through the Student Bar Association. The business cards will contain the student's name, expected year of graduation, and contact information (including mailing address, home phone number, cell phone number, fax number and USF email address).

Use of business cards by law students is not universally accepted within the legal community. These guidelines are intended to provide you with a reference for the appropriate use of business cards in a professional setting. Business cards may provide you with an efficient way to exchange contact information while networking. You may wish to provide business cards to interviewers or to professional contacts you meet at networking events on or off campus. The use of business cards at events on campus should be limited to those instances when a guest of the law school asks you for your contact information.

The Office of Career Planning strongly encourages students to first ask the professional contact for a copy of her or his card rather than providing her or him with your student business card. This provides the student with the opportunity to take an active role in any follow up. The student then has the advantage of being able to follow up quickly with the contact of interest. Follow up can be a letter thanking the contact for his or her time and highlighting your conversation. The thank you letter may include a copy of your business card or a resume if appropriate. When and if you are traveling or studying abroad, be sure to have a clear understanding of the social etiquette regarding business cards in that country before you use them.