

# *Career Seminar*



*Or*  
*How to Order and Use*  
*a*  
*Correspondence Card*

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You will need to use this procedure in conjunction with the Art of the Thank You slide deck  
Which is under Personal Communication, Personal Branding, Mmspiretrading.com

<http://www.mmspiretrading.com/personal-communication.html>

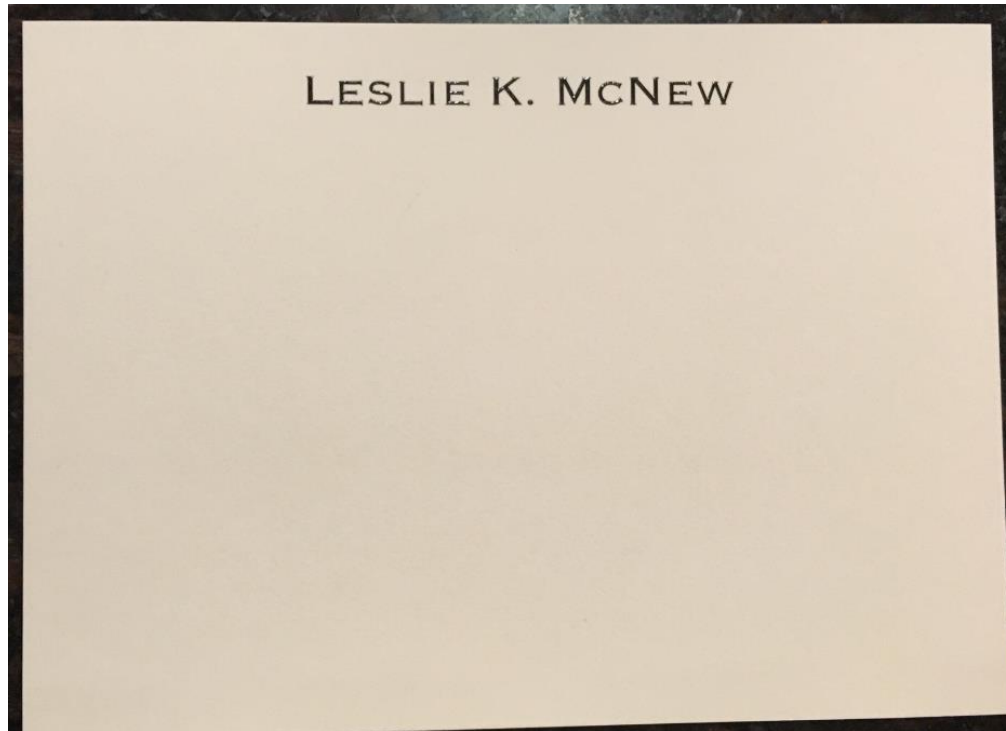
# The Correspondence Card

According to Linda Burns of Burns & Associates Fine Printing in San Francisco, “Correspondence cards are the most versatile part of the wardrobe, like a good pair of blue jeans. Use them for thank-you notes, condolence notes, congratulations, and noteworthy events.” Usually 4 by 6 inches, these cards are normally printed or engraved with your full name or monogram. The traditional colors are white and ecru.

We will be ordering traditional correspondence cards and using these cards for our thank you notes.

Below is our basic correspondence card.

You will be using your middle initial in the card.



# How to Order the Correspondence Card

Below is the link to order cards that are cost effective.

[http://www.noteworthynotes.com/index.php?route=product/product&product\\_id=3594](http://www.noteworthynotes.com/index.php?route=product/product&product_id=3594)

After visiting the site, you will be prompted to select quantity. Please choose your desired amount.

- \* **Quantity**
- 50 for \$38.95
- 100 for \$63.95
- 150 for \$88.95
- 200 for \$113.95

Next, type your full name (with middle initial) under top text.

For example: \* **Top Text** Enter text for top of the card. The text should have your name as you want it printed. Card will be ivory with black ink as shown.

Mike J. Smith

Skip past return address text and special instructions.

As students, you get free shipping. Please make sure to select that option.

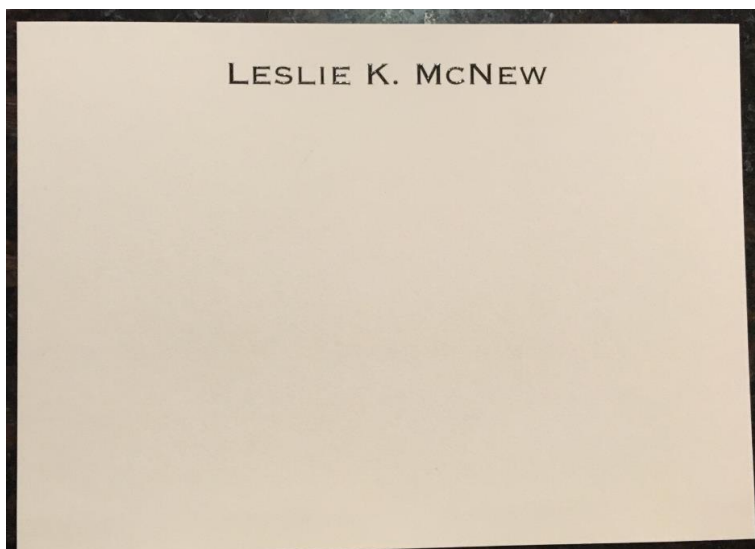
\* **Free delivery for students** Please select below to receive free delivery. Please note orders will not ship until the week of September 26th.

Yes, please ship to me with free shipping. ▼

# How to Fold and Insert a Correspondence Card Into an Envelope

Below is the traditional correspondence card: simple, flat, heavyweight, and typically 4×6 in size. This note is ideal for the ‘thank you’ purpose. Correspondence cards often have your name across the top. This fact is useful as you really want someone to know who sent the note and your signature may not be perfectly legible.

## **CORRESPONDENCE CARD SAMPLE**



## **HOW TO PUT CARD IN ENVELOPE**



# How to Address an Envelope to Someone at Home

Your full name, return address and zip code



In the lower right middle of the envelope is the address, with room at the bottom for the post office code

1. Salutation: Ms., Mr./Mrs., Prof., Dr., etc
2. First Name (this includes the salutation)
3. Last Name
4. Full address and zip code

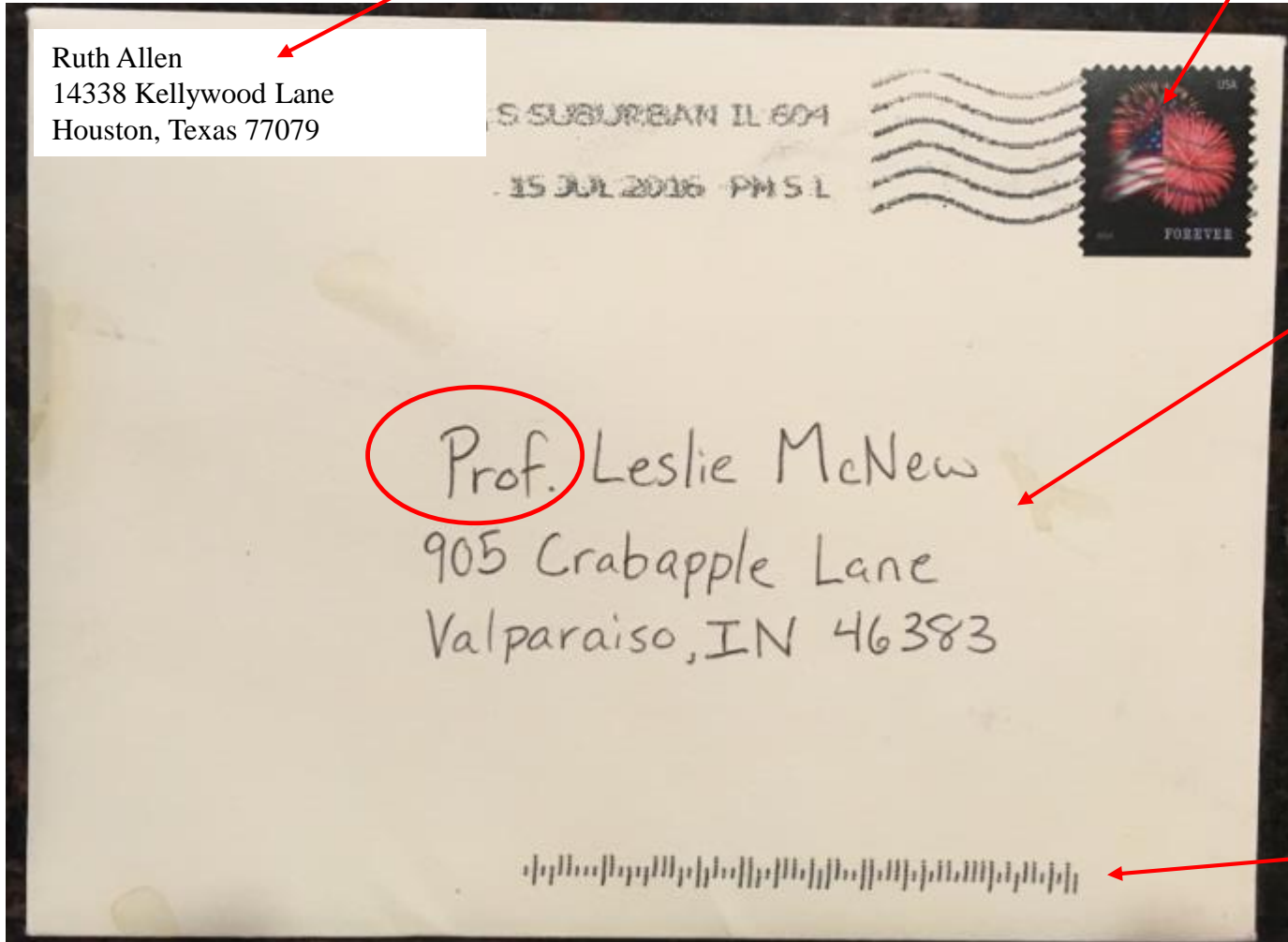
Recipient's Name  
Recipient's Street Address  
Recipient's City, State and Zip Code

Post Office needs this space

# How to Address an Envelope to Someone at Home: Example

Your full name, return address and zip code

Plain stamp, nothing artsy



- In the lower right middle of the envelope is the address, with room at the bottom for the post office code
1. Salutation: Ms., Mr./Mrs., Prof., Dr., etc
  2. First Name
  3. Last Name
  4. Full address and zip code

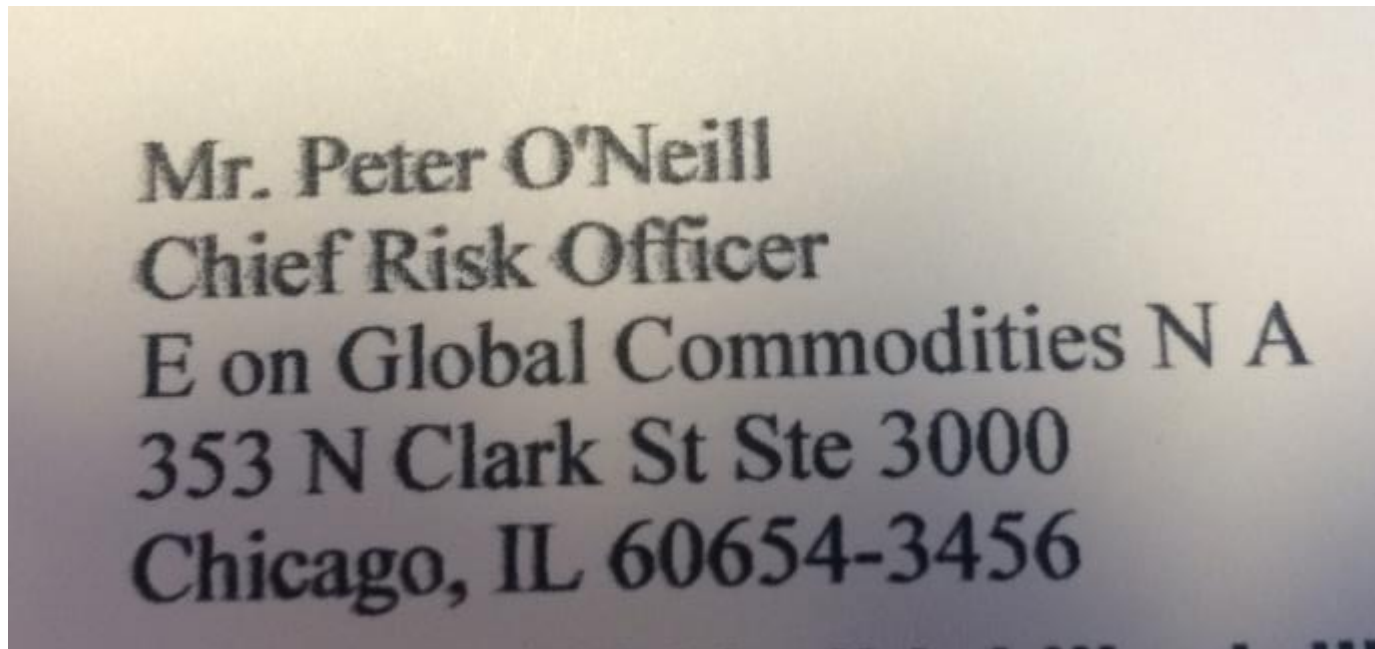
Post Office needs this space

# How to Address an Envelope: to someone at their office

Follow same envelope alignment as previous

Your full name and return address  
and zip code at Far Upper Left

Plain stamp, nothing artsy



In the lower right middle of the envelope is the address, with room at the bottom for the post office code

1. Salutation: Ms., Mr./Mrs., Prof., Dr., etc
2. First Name
3. Last Name
4. **Full title**
5. **Full name of company**
6. Company address and suite number
7. Company street address
8. City, State and zip
9. Leave room on bottom for post office