

STATIONERY *package*

Name: _____

Date: _____

Your assignment is to create a stationery packet that includes the following:

1. RESUME
2. BUSINESS CARD
3. LETTERHEAD
4. ENVELOPE

Job Specifications:

**** FIRST AND FOREMOST - NO HYPHENS ON ANY ITEMS - YOU WILL LOSE POINTS!!! ****

RESUME: Your resume must be 8.5x11, final size. If you'd like it to bleed, that's fine too. You have the stylistic freedom to design these how YOU WANT TO REPRESENT YOURSELF to the world outside these doors. On the back of this sheet, you will see the required elements of your resume.

- _____ 8.5x11"
- _____ Margins - must be in place
- _____ Bleed - must be in place, if using
- _____ Must contain "ACTION VERBS" to describe your experience
- _____ Must be SPELL CHECKED thoroughly
- _____ Must contain your NAME, EMAIL, PHONE, ADDRESS and online portfolio address (if you have one)
- _____ PDF in proper folder
- _____ Files properly named, saved and filed

Business Card: A standard business card size is 3.5" wide x 2" tall. However, once again, you have the creative freedom to design these how you wish the world to see you. The card size should be able to fit into a pocket easily. These should say something about the service you will be offering. They should also be a reflection of you. Think long and hard on these.

- _____ Margins - must be in place
- _____ Bleed - must be in place, if using
- _____ Must be SPELL CHECKED
- _____ Must contain adequate contact information
- _____ Must have your logo on it
- _____ PDF in proper folder
- _____ Files properly named, saved and filed

LETTERHEAD: The standard size for letterhead is 8.5x11. Typically, you'll need to print off letters at home on these before sending them out so you need to make sure that your printer (or ours) will accommodate your design.

- 8.5x11"
- Margins - must be in place
- Bleed - must be in place, if using
- Must be SPELL CHECKED thoroughly
- Must contain your NAME, EMAIL, PHONE, ADDRESS
- Must be clean and neat - Easy to write a letter on
- PDF in proper folder
- Files properly named, saved and filed

ENVELOPES: A standard #10 envelope is 4.125 tall x 9.5" wide. Envelopes do not typically bleed, unless you are wealthy. You might also need to print these from home, so be cautious of how you design them, and make sure your printer at home can accommodate what you've designed. Your envelope CAN contain artistic notes, to help tie in your stationery package.

- 4.125x9.5"
- .5" margin
- Must be SPELL CHECKED thoroughly
- Must contain your NAME and ADDRESS
- PDF in proper folder
- Files properly named, saved and filed

PLEASE TURN IN:

- This sheet
- (1) Printout of your Business Card, in color (with crops and bleeds)
- (1) Printout of your Resume, in color
- (1) Printout of your Letterhead, in color
- (1) Printout of your Envelope, in color

PAPERCLIP these items together - DO NOT STAPLE. You will lose points for staples.

- No Staples
- No Hyphens
- ON TIME
- Complete Set

This project is worth 38 total points that will equate to a percentage. I reserve the right to add - or subtract points for things not listed here that I feel would be necessary.