



## Life Skills in a Minute: Sending a Card

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Most of us have received a greeting card at some point in our lives. Receiving a card in the mail is an experience: pulling it out of the mailbox, reading the outside of the envelope, breaking the seal, pulling out the card, reading the note from the sender, and then placing it somewhere special. A lot of families keep a special stash of greeting cards just in case they run into those times when they really need one and just do not have time to run to the store. There is always a perfect card for an occasion and sometimes a card requires no occasion at all other than thinking of someone.

Here are some guidelines to help with sending greeting cards:

### Know the Person

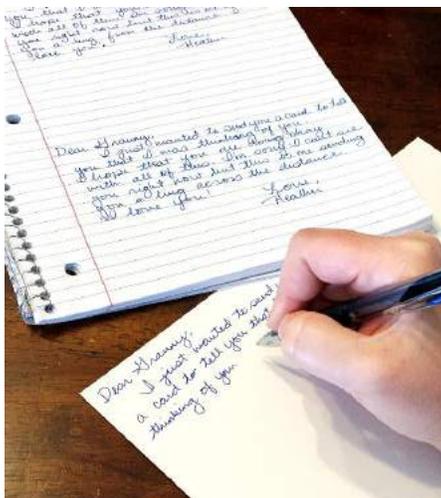
It is important to know the person to which you are sending a card. If you are ever unsure, go with a neutral card; avoid random humor or things that could be misunderstood. You want the recipient to get a smile from something they truly find funny, the heartfelt sincerity, or even the way you know what they would like to hear.

### Choose the Best

If you are choosing a card at the store, look for the highest quality card and envelope. Your special attention to detail will be noticed by the recipient and will make the experience more memorable. However, the option of going to a store is not always available. You can go through the cards you might have sitting around at home and find the best ones for the best people. Try to send the right card for the right occasion. Another thing to remember is to not send a crumpled card or envelope. You want what you are mailing to look as nice as possible.



Many people keep a stack of blank multi-occasion cards for those last-minute needs.



Handwrite a message inside of your card but be sure to practice first.

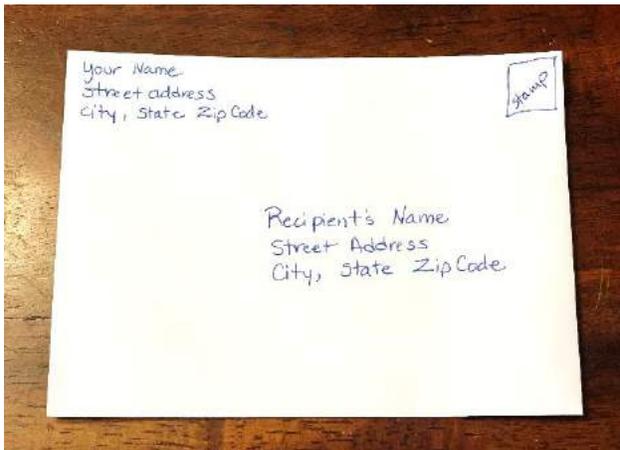
### Hand-Written

Handwriting is the most important part of sending a card. This is what makes the mailing of a physical card to someone's home more special than any e-card, text, email, or message. Even though the card you selected most likely has a message inside, adding only a signature is not acceptable. Compose a message, no essay needed, to let the recipient know you thought of them. Remember, try not to use slang or bad grammar. Spend the time writing it out on a sheet of notebook paper first. Not everyone has the best handwriting or the best grammar. However, when you write it on a separate sheet of paper first, it will look nice rewritten in the card. Your personal message will be one of a kind and will add the touch needed to make the recipient smile. This will be the hug and the in-person greeting of which your recipient is in need.



## Addressing the Envelope

Just as handwriting inside the card is important, the address on the outside is too. An address that is written clearly, will help USPS to deliver it to the correct address. There is a correct format to the address. Your return address (where you would accept mail) should be written on the upper left-hand side of the envelope or on the back flap, depending on the size/shape of the envelope. The recipient's address should be on the front center. It would start below your return address if the envelope design requires it to be on the front. Don't forget the stamp! It would be placed in the top right corner of the envelope. Did you know you could go online and purchase your stamps and your postal carrier will drop them right in your mailbox?



*Regular envelope.*



*Addressing option for envelopes with extra space on the back flap.*

## Mailing

Place your card in one of the postal boxes at the post office or in your mailbox. Lift the flag so your postal carrier knows that there is something to pick up. Depending on the recipient's location and the postal service, it shouldn't take more than a few days to arrive.