



PROFESSIONAL EDGE CERTIFICATE: Fall 2018

STEP 1: COMPLETE INFO SESSION ONLINE VIA BLACKBOARD

COMPLETE STEPS 2-7 IN ANY ORDER:

	ONLINE OPTION:	MAIN CAMPUS:	MONROE CAMPUS:
2. RESUME LAB	YES	11/1 11AM-12PM IN CC 333	BY APPOINTMENT
3. LINKEDIN LAB	YES	11/8 11AM-12PM IN CC 333	BY APPOINTMENT
4. COVER LETTER LAB	YES	11/15 11AM-12PM IN CC 333	BY APPOINTMENT
5. MOCK INTERVIEW	YES	BY APPOINTMENT	BY APPOINTMENT
6. TRANSFER FAIR*	NO	10/17 10AM-1PM CC LAUB LOUNGE	10/18 10AM-1PM POC 108
OR CAREER FAIR*	NO	10/24 10AM-1PM CC LAUB LOUNGE	10/30 10AM-1PM POC 108
OR BROWN BAG LUNCH*	NO	11/6 11AM-12:15PM CC LAUB LOUNGE	NO
OR ALTERNATIVE OPTION*	YES	CONTACT CAREER SERVICES OFFICE FOR INFORMATION	
7. CCN RESUME	YES		

STEP 8: COMPLETE EXIT SURVEY ONLINE VIA BLACKBOARD

LOOKING TO GET STARTED? EMAIL CAREERS@NORTHAMPTON.EDU .

NOTE: STEP COMPLETION ROLLS OVER FROM SEMESTER TO SEMESTER.



Career Services

**College Center 348
610.861.5344**