



# PROFESSIONAL EDGE CERTIFICATE: Spring 2017

## ● STEP 1: COMPLETE INFO SESSION ONLINE VIA BLACKBOARD

COMPLETE STEPS 2-6 IN ANY ORDER:

	ONLINE OPTION:	MAIN CAMPUS:	MONROE CAMPUS:
● 2. RESUME LAB	YES	1/31 2-3PM IN CC383	2/6 2-3PM IN KEY. 233
● 3. LINKEDIN LAB	YES	2/21 2-3PM IN CC383	2/27 2-3PM IN KEY. 233
● 4. COVER LETTER LAB	YES	3/7 2-3PM IN CC383	3/20 2-3PM IN KEY. 233
● 5. MOCK INTERVIEW	YES	BY APPOINTMENT	BY APPOINTMENT
● 6. TRANSFER FAIR* <u>OR CAREER FAIR*</u>	NO	3/22 10AM-1PM - CC LAUB LOUNGE	3/23 10AM-1PM POC. 108
	NO	2/22 (LVCCE REGIONAL FAIR) 12-4 IN FOGELSVILLE; 3/6 (BETH. HEALTH CAREER FAIR) 10-2 CC LAUB LOUNGE; 4/13 (BETH. FAIR + TECH/MANUFACT. FAIR) 10-2 CC 2ND FLOOR	2/22 (LVCCE OFF CAMPUS REGIONAL FAIR) 12-4 IN FOGELSVILLE, PA; 3/22 (MONROE FAIR) 10-1 POC 108

## ● STEP 7: CCN RESUME UPLOAD - INSTRUCTIONS ON BLACKBOARD

## ● STEP 8: COMPLETE EXIT SURVEY ONLINE VIA BLACKBOARD

LOOKING TO GET STARTED? EMAIL [CAREERS@NORTHAMPTON.EDU](mailto:CAREERS@NORTHAMPTON.EDU) .

NOTE: STEP COMPLETION ROLLS OVER FROM SEMESTER TO SEMESTER.



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