

# PROFESSIONAL EDGE CERTIFICATE SPRING 2019

	ONLINE OPTION	MAIN CAMPUS	MONROE CAMPUS
STEP 1: COMPLETE INFORMATION SESSION ONLINE VIA BLACKBOARD			
<b>COMPLETE STEPS 2-7 IN ANY ORDER</b>			
STEP 2: RESUME LAB	YES	3/21 11am-12pm CC 333	BY APPOINTMENT
STEP 3: LINKEDIN LAB	YES	3/28 11am-12pm CC 333	BY APPOINTMENT
STEP 4: COVER LETTER LAB	YES	4/04 11am-12pm CC333	BY APPOINTMENT
STEP 5: MOCK INTERVIEW	YES	BY APPOINTMENT	BY APPOINTMENT
STEP 6: TRANSFER FAIR	NO	3/26 10am-1pm CC LAUB LOUNGE	3/27 10am-1pm POC 108
OR CAREER FAIR	NO	4/10 10am-1pm CC LAUB LOUNGE	NO
OR HEALTHCARE INDUSTRY FAIR	NO	3/25 10am-2pm CC LAUB LOUNGE	NO
OR CAREERQUEST	NO	NO	4/17 GYM
OR SPARTAN SUMMIT	NO	4/5 CC 220	NO
OR ALTERNATE OPTION	YES	CONTACT CAREER SERVICES OFFICE FOR INFORMATION	
STEP 7: CCN RESUME	YES		
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**



Career Services

College Center 348

610.861.5344