

THE JOB MARKET CAN BE TOUGH...



Get the **EDGE** in your career and beyond!

CAREER LEADERSHIP EXPERIENCE

GET CAREER READY

Career Exploration,
Employability Skills, and
Professional Development

PERKS

- Professional Skills
- Networking
- Experiential Learning
- Priority Job Shadow Placement
- Certificate of Completion
- Letter of Recommendation

NOW ENROLLING

**Complete at your
own pace!**

Visit northampton.edu/careers to learn more. Email careers@northampton.edu to sign up!

Center for
Career Development
CC Suite 250
610-861-5344

WHAT IS THE CAREER LEADERSHIP EXPERIENCE?

NCC's Career Leadership Experience includes videos, articles, and assignments designed to provide practical professional tools and employability skills. It's divided over two semesters; both Level 1 and Level 2 are offered every semester, so they can be completed consecutively or with a semester break in-between. Modules and assignments are self-paced.

Throughout the program, students will have opportunities to engage with employers and practice their career skills. In addition to gaining important resume building experience, students who complete the program will be awarded Certificates of Completion, a letter of recommendation, and priority job shadow selection.

LEVEL 1

PROFESSIONALISM

Resume Writing

- Resume Creation and Review

Online Image

- Online Profile Creation

First Impressions

CAREER MANAGEMENT

Career Exploration

- FOCUS2 Assignment

Networking

- Elevator Pitch Assignment
- Informational Interview Project

The Job Search Process

- Cover Letter Assignment
- Bonus Project: Mock Interviews

CAPSTONE PROJECT

Think Like a Hiring Manager

LEVEL 2

EMOTIONAL INTELLIGENCE AND CAREER READINESS

Communication

- Communication Reflection

Teamwork

- Teamwork Assignment

Leadership

- Leadership Reflection

EXCELLING AT WORK

Time Management

- Self-Evaluation/Reflection

Critical Thinking

- Critical Thinking Reflection

Ethics and Accountability

- Ethics Scenarios

Financial Literacy

DIVERSITY, EQUITY, AND INCLUSION

Intro to Diversity, Equity, and Inclusion

- DEI Reflection