

Name \_\_\_\_\_

# The EDGE

Date joined \_\_\_\_\_

## Academic Year 2019-20

EXPLORE Module			
Date Completed	Activity	Date Completed	Activity
	Create a 100% complete Handshake account		Visit a professor in your area of interest and discuss career options
	Create a 'first year resume', eliminating most high school activities		Attend a COB student organization meeting in your area of interest
	Complete FOCUS 2, an assessment found in the CCPD		Attend one COB event during fall semester
	Meet with COB Career Coach to review resume and FOCUS 2 results		Attend one COB event during spring semester
	Attend a UMW job and/or internship fair (annually)		

DEVELOP Module			
Date Completed	Activity	Date Completed	Activity
	Complete a coaching appointment with the COB Career Coach to discuss upcoming summer plans; bring updated resume		Complete two informational interviews with COB alumni and write a one-page summary of each
	Complete an internship*		Research two jobs/career paths and identify gaps in experience or preparation
	Audit your digital identity		Attend a UMW job and/or internship fair (annually)
	Attend a workshop on interview skills		Attend one COB event during fall semester
	Attend a workshop on internship search strategies		Attend one COB event during spring semester

GROW Module			
Date Completed	Activity	Date Completed	Activity
	Create a LinkedIn profile and connect with COB Outreach Coordinator & Career Coach, two business professors, a COB alumnus, AND the COB dean; also follow the UMW page and join one professional LinkedIn group and the UMW College of Business group		Be mentored by a young COB alumnus and complete a mock interview
	Update resume and write a cover letter for a position you find interesting; meet with COB Career Coach to review		Attend the COB speed networking event
	Attend a Culture and Office Politics seminar		Attend one COB event during fall semester (not networking)
	Complete an internship*		Attend one COB event during spring semester (not networking)
	Attend a job and/or internship fair (annually)		

\*Only one internship is required, either second or third module.

EXECUTE Module			
Date Completed	Activity	Date Completed	Activity
	Identify and request two faculty members to serve as references		Attend a financial literacy presentation
	Apply to five jobs; for at least two, identify and contact UMW alumnus at the firm before applying		Complete UMW Exit Survey
	Attend a UMW- or COB-sponsored etiquette event		Complete an exit interview with the COB Dean
	Attend a compensation and negotiation presentation		Attend one COB event during fall semester

DATE COMPLETED: \_\_\_\_\_

CERTIFIED BY: \_\_\_\_\_