

| MONDAY | TUESDAY  | WEDNESDAY | THURSDAY                              | FRIDAY  |
|--------|--|-----------|---------------------------------------|---|
| 4      | 5  | 6         | 7                                     | 8   |
|        |  |           | <u>Job Link</u><br>9:30 AM - 10:30 AM | <u>Resume Critique</u><br>8:30 AM - 9:30 AM<br><br><u>Excel Basics</u><br>10:00 AM - 3:00 PM    |
| 11     | 12   | 13        | 14                                    | 15  |
|        | <u>ICC Resume Lab</u><br>2:30 PM - 3:30 PM       |           | <u>Job Link</u><br>9:30 AM - 10:30 AM | <u>Interviewing</u><br>8:30 AM - 10:00 AM<br><br><u>PowerPoint Basics</u><br>10:30 AM - 2:30 PM |
| 18     | 19   | 20        | 21                                    | 22  |
|        | <u>Job Applications</u><br>2:00 PM - 3:00 PM     |           | <u>Job Link</u><br>9:30 AM - 10:30 AM |   |
| 25     | 26   | 27        | 28                                    | 29  |
|        | <u>Resume Development</u><br>10:30 AM - 12:00 PM |           | <u>Job Link</u><br>9:30 AM - 10:30 AM |   |

**Circle Workshops – Turn sheet in to a staff member**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_ Last 4 digits SS: \_\_\_\_\_