~ OCTOBER 2017 ~

2	**3** **ICC Resume Lab** 9:00 AM – 11:00 AM	**4**	**5** **Job Link** 9:30 AM -10:30 AM	**6**
9 **Office Closed** Columbus Day	**10**	**11**	**12** **Job Link** 9:30 AM -10:30 AM	**13** **Computer Basics** 8:30 AM – 10:00 AM **Word Basics** 10:30 AM – 2:30 PM
16	**17**	**18**	**19** **Job Link** 9:30 AM -10:30 AM	**20** **Excel Basics** 8:30 AM – 1:30 PM **Resume Critique** 1:30 PM – 2:30 PM
23	**24** **Resume Development** 10:00 AM – 12:00 PM	**25**	**26** **Job Link** 9:30 AM -10:30 AM	**27** **PowerPoint Basics** 8:30 AM – 1:00 PM **Interviewing** 1:00 PM – 2:30 PM
30	**31** Happy Halloween	*"Never give up searching for the job you are passionate about."* *~Warren Buffett~*		

Name: _____   Last 4 SS #: _____   Phone: _____

Circle Workshops – Turn sheet in to a staff member