|  |  |
| --- | --- |
| MAY |  |
|  | 2021 |
| WORKSHOPS |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sun | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | Sat |
|  |  |  |  |  |  | 1 |
|  |  |  |  |  |  |  |
| 2 | 3 Preparing Cover Letter &  Resume-9:30am-M | 4 Word 1-9:30am-F | 5 Word 1-9:30am-F | 6 Word 11-9:30am-P  FYI-10am-T | 7 Word 11-9:30am-P  Navigating Job Search  Engines-9:30am-M  Beginning LinkedIn  10am-K | 8 |
|  |  |  |  |  |  |  |
| 9 | 10 Preparing Cover Letter &  Resume-9:30am-M | 11 Interviewing Strategies  10am-E  Excel 1-9:30am-P | 12 Navigating Job Search  Engines-9:30am-M  Excel 1-9:30am-P | 13 Mock Interviewing  10am-E  Excel 11-9:30am-P | 14  Excel 11-9:30-am-P | 15 |
|  |  |  |  |  |  |  |
| 16 | 17 | 18 Outlook-9:30am-F | 19 Outlook-9:30am-F | 20 PowerPoint-9:30am-P  FYI-10am-T | 21 PowerPoint-9:30am-P  Advanced LinkedIn  10am-K | 22 |
|  |  |  |  |  |  |  |
| 23 | 24 | 25 QuickBooks-9:30am-L | 26 QuickBooks-9:30am-L | 27 QuickBooks-9:30am-L | 28 QuickBooks-9:30am-L | 29 |
|  |  |  |  |  |  |  |
| 30 | 31 HOLIDAY |  |  |  |  |  |