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| March |
| 2021 |
| Workshops |

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| **Instructors** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| \*M-Maria  \*F-Francis  \*P-Paul  \*L-Linda  \*E-Etta  \*K-Kevin | 2  PREPARING A COVER LETTER AND RESUME- \*M  9:30 am  WORD I – 9:30 am - \*F | 3 EMPLOYER PRESENTATION  AHRC NASSAU – 11am  WORD I -9:30am-\*F | 4 PREPARING A COVER LETTER AND RESUME-\*M  9:30 am  WORD II -9:30am-\*P  FYI-10am | 5  WORD II -9:30 am\*p |
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|  | 9  INTERVIEWING STRATEGIES-10am-\*E  EXCEL I -9:30am-\*F | 10 EMPLOYER PRESENTATION  AMAZON- 11am  EXCEL I -9:30am-\*F | 11  MOCK INTERVIEWING-\*E  10am  EXCEL II -9:30am-\*P | 12  BEGINNING -\*K  LINKEDIN-10am  EXCEL II -9:30-\*p |
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|  | 16  NAVIGATING JOB SEARCH  ENGINES-9:30-\*M  POWER POINT- \*F  9:30 am | 17 EMPLOYER PRESENTATION  COLD SPRING HARBOR LABS- 11am  POWER POINT-9:30am-\*F | 18  NAVIGATING JOB SEARCH ENGINES-9:30 am-\*M  FYI-10AM | 19 |
|  |  |  |  |  |
|  | 23 QUICKBOOKS- \*L  9:30 am | 24 EMPLOYER PRESENTATION  ATTENTIVE CARE – 11am  QUICKBOOKS \*L – 9:30 am | 25 QUICKBOOKS \*L – 9:30am | 26 ADVANCED-\*K LINKEDIN-10am  QUICKBOOKS \*L  9;30am |
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|  | 30 | 31 EMPLOYER PRESENTATION  EXPRESS EMPLOYMENT  PROFESSIONALS-11am |  |  |
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