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**Heart of Knoxville Career & Resource Center (HK)**  
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# March 2009

Monday	Tuesday	Wednesday	Thursday	Friday
<b>2</b> CoverKids Rep – various times (UA) 1:00 CRC (UA) 2:00 CareerScope (HK)	<b>3</b> CoverKids Rep – various times (UA) 10:00 Resume Writing Tips (HK) 2:00 CareerScope (UA) 6:00-7:30 Basic Computer Skills (HK)	<b>4</b> 9:00 CRC (UA) 9:00-Noon GED Orientation (HK) 9:30 Remodel Your Resume & Cover Letter (UA) 11:00 Polish Your Interviewing Skills (UA)	<b>5</b> 9:00-Noon GED Orientation (HK) 2:00 Make a Get First Impression “Interviewing Skills” (HK) 3:00-4:30 Basic Computer Skills V (HK)	<b>6</b> 10:00 Ready to Work (HK)
<b>9</b> 1:00 CRC (UA) 2:00 CareerScope (HK)	<b>10</b> <i>Career Transition Assistance Fair            Noon – 7 PM Jacob Building</i> 9:00 KeyTrain (UA) 10:00 Resume Writing Tips (HK) 2:00 CareerScope (UA) 2:00 Getting the Job You Really Want (HK) 3:00 CRC (UA) 6:00-7:30 Basic Computer Skills (HK)	<b>11</b> 9:00 CRC (UA) 9:00-Noon GED Orientation (HK) 2:30 KeyTrain (UA)	<b>12</b> 9:00-Noon GED Orientation (HK) 3:00-4:30 Basic Computer Skills VI (HK)	<b>13</b> 11:00-1:00 CoverKids Rep (UA)
<b>16</b> 8:30-Noon CoverKids Rep (UA) 1:00 CRC (UA) 2:00 CareerScope (HK)	<b>17</b> 8:00-11:00 CoverKids Rep (UA) 9:00 KeyTrain (UA) 10:00 Resume Writing Tips (HK) 2:00 CareerScope (UA) 2:00 Getting the Job You Really Want (HK) 3:00 CRC (UA) 6:00-7:30 Basic Computer Skills (HK)	<b>18</b> 9:00 CRC (UA) 9:00-Noon GED Orientation (HK) 9:30 Remodel Your Resume & Cover Letter (UA) 11:00 Polish Your Interviewing Skills (UA) 2:00 Recession Proof Your Job Search (UA) 2:30 KeyTrain (UA)	<b>19</b> 9:00 KeyTrain (UA) 9:00-Noon GED Orientation (HK) 10:00-12:00 Job Corp Orientation (UA) 2:00 CRC (UA) 2:00 Make a Get First Impression “Interviewing Skills” (HK)	<b>20</b> 9:00-10:00 Job Club – Finding a Job & Networking (UA)
<b>23</b> 1:00 CRC (UA) 2:00 CareerScope (HK)	<b>24</b> 9:00 KeyTrain (UA) 10:00 Resume Writing Tips (HK) 11:00-1:00 CoverKids Rep (UA) 2:00 CareerScope (UA) 2:00 Getting the Job You Really Want (HK) 3:00 CRC (UA) 6:00-7:30 Basic Computer Skills (HK)	<b>25</b> 8:30-11:30 CoverKids Rep (UA) 9:00 CRC (UA) 9:00-Noon GED Orientation (HK) 9:30 Remodel Your Resume & Cover Letter (UA) 11:00 Polish Your Interviewing Skills (UA) 2:30 KeyTrain (UA)	<b>26</b> 8:30-Noon CoverKids Rep (UA) 9:00 KeyTrain (UA) 9:00-Noon GED Orientation (HK) 1:00 CRC (UA) 2:00 Make a Get First Impression “Interviewing Skills” (HK)	<b>27</b>
<b>30</b> 2:00 CareerScope (HK)	<b>31</b> 10:00 Resume Writing Tips (HK) 2:00 CareerScope (UA) 2:00 Getting the Job You Really Want (HK) 6:00-7:30 Basic Computer Skills (HK)			