

Assignments

Task	Due	Notes
(e)Copy of old resume	Jun 4, 2025	IF you want to update it
Knox County Library Card	Jun 4, 2025	What to bring: https://ask.knoxlib.org/faq/337456
Add book/podcast recommendations to the list	Jun 9, 2025	https://docs.google.com/document/d/1onzK8j65qdXV5iMnadgtlSRXn8ILCnwc6SMT2gra3rc/edit?usp=sharing
First Draft Resumes	Jun 6, 2025 9:00 AM	
• Vision board • LinkedIn Banner • Logo	Jun 6, 2025	canva.com
PREVIOUS ASSIGNMENTS:		
Google Calendar / Google Drive	Jun 2, 2025	https://calendar.google.com/calendar/u/0?cid=Y2xhc3Nyb29tMTAxNjU2Mzc4MDA3NjU3NDkyNDQyQGdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20
Earbuds	Jun 3, 2025	For listening to LinkedIn Learning
GEAR Recruiting	Jun 4, 2025 2:00 PM	Tanner, (865) 839-5553
Carnegie Challenge Day 1	Jun 4, 2025	Don't Criticize, Condemn, or Complain
BOT form for Caroline	Jun 5, 2025	Completed and signed (if needed)
Personal brand audit	Jun 5, 2025	Ask 2-3 trusted individuals and/or coworkers: <i>What would you say are my top strengths and when have I demonstrated them?</i> <i>What are some ways that I stand out?</i>

- [Matthew video](#) (5 min)