

Job & Career Accelerator

THE POWER TO SUCCEED

Today's job market is tougher than ever and job seekers need the right tools to help them succeed. LearningExpress Job & Career Accelerator™ can help. It gives job seekers of all ages, the most comprehensive collection of job and career resources anywhere—all in one place and always available online.



The fast track to getting hired!

ONLINE JOB SEARCH HELP THAT WORKS!

- ▶ Explore occupations
- ▶ Build workplace skills
- ▶ Search for jobs and internships
- ▶ Write winning resumes and cover letters
- ▶ Prepare for interviews
- ▶ Conduct effective follow up
- ▶ Get hired!

FOR ACCESS GO TO

Job & Career Accelerator

Featured Resources

Job & Career Accelerator is a powerful online resource for job seekers. It delivers award winning content, cutting edge job search and resume tools, and extensive guidance to help people overcome the challenging task of getting a job. Job & Career Accelerator is available as an add-on to LearningExpress Library™.



▶ Powerful online job search and career exploration

▶ My Job & Career Accelerator

This is the job seeker's personal job search management center! *My Dashboard* keeps track of everything—job searches, resumes, cover letters, important tasks, and more. The *Occupation Matcher* helps job seekers find the careers that best fit their interests and experience.

▶ Explore Occupations

View and compare over 1,100 occupations, using the latest data from U.S. Bureau of Labor Statistics on wages, salaries, and expected growth.

▶ Find a Job and More

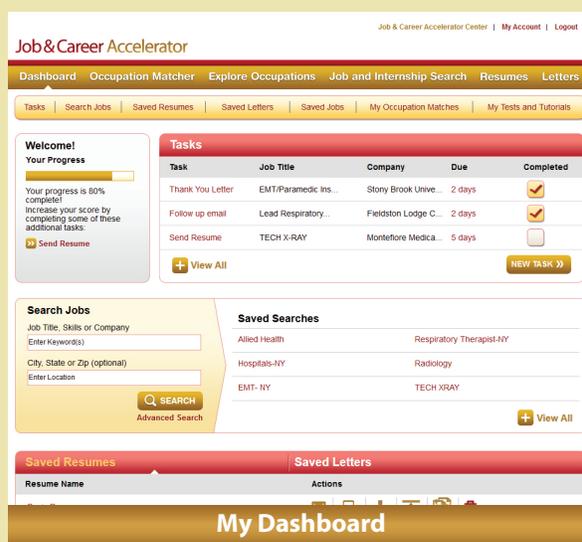
Access over 5 million, up-to-date job and internship postings. Search jobs by location, interest, job type, education level, and more.

▶ Build Great Resumes and Cover Letters

Get step-by-step instructions, tips, and powerful tools to create professional, attention-getting resumes and letters. Access more than 200 model resumes, 25,000 job-specific keywords, and 750 action words. Find guidance in expertly crafted sample cover letters.

▶ Prepare for an Interview

Learn how to do effective pre-interview research. Explore a variety of interview styles, gain practice answering the most commonly-asked interview questions, and learn how to evaluate a job offer.



The screenshot shows the 'My Dashboard' for the Job & Career Accelerator. It includes a navigation bar with options like 'Dashboard', 'Occupation Matcher', and 'Explore Occupations'. A 'Tasks' section lists items like 'Thank You Letter' and 'Follow up email' with due dates and completion status. There are also sections for 'Search Jobs', 'Saved Searches', 'Saved Resumes', and 'Saved Letters'.

▶ Job Search Sample Letters

Stay connected with potential employers throughout the entire job search process. See sample letters for every need—networking, interview thank yous and follow-up, and job offer acceptance.

▶ Build Workplace Skills

Connect to skill building resources in LearningExpress Library, including more than 100 interactive computer tutorials for the most commonly used software applications.

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LearningExpress, LLC, a leading educational technology company, helps millions of students and adults achieve success annually

