

# Job & Career Accelerator™

## PRODUCT OVERVIEW COLLEGE EDITION

### THE FAST TRACK TO GETTING HIRED!

A powerful career and job search tool is now available to help your students face the daunting task of searching for that first job. **Job & Career Accelerator™ College Edition**—the first fully integrated online career and job search platform—is designed to guide your students through the most effective career selection and job search possible.

From creating powerful resumes and finding job and internship opportunities to assessing career alternatives and mastering interviewing skills, your students will have everything they need in one easy-to-use web application. With **Job & Career Accelerator™**, students get the tools to manage and track their job search progress, allowing them to work more efficiently with career professionals.

With these great tools, colleges with **Job & Career Accelerator™** put students in the driver's seat and on the fast track to career success! The end result is the most effective job search possible.



**ASSESS**  
Work-related interests and match suitable careers

**EXPLORE**  
Over 1,000 detailed occupation profiles

**FIND**  
Jobs and internships from over 5 million listings

**PREPARE**  
Professional resumes and cover letters

**GET HIRED**  
Using the most effective job search possible

The screenshot displays the Job & Career Accelerator web application interface. At the top, there is a navigation bar with options: GET STARTED, EXPLORE OCCUPATIONS, FIND JOBS & MORE, and TOOLS TO GET HIRED. The main content area is divided into several sections:

- My Profile:** Displays user information for Joe Smith, including address (Two Rector Street, New York, NY 10001), phone (555-555-5555), cell (122-456-7890), and email (j.smith@juddmain.com).
- My Reminders:** Lists upcoming tasks such as 'New LinkedIn contact' (5 DAYS overdue), 'Setting a Lunch Appointment to discuss new leads' (5 DAYS overdue), and 'New LinkedIn Contact - call from previous job' (4 DAYS overdue).
- My Saved Occupations and Jobs:** Shows a list of saved items, including 'Advertising and Promotions Managers' (3 items), 'Advertising Manager - Contract Marketing and Promotions Manager...', 'AVP, Advertising Manager', 'Editors', 'Copy Editor', 'Interactive News Writer', 'Editor', and 'Writer'. A 'Ready to Apply!' button is visible.
- My Resumes and Cover Letters:** Lists documents for Joe Green, including 'LE HealthCare Entry level', 'Producer Resume', 'Advertising Resume', and several 'Cover Letters' (Advertising, Editorial, Producer, Reporter).
- My Occupation Matches:** Lists 'Farmers and Ranchers', 'Civil Drafters', and 'Chemical Technicians'.
- My Recommended Resources:** Lists 'Skills Improvement', 'Computer Skills', 'Flash CS3', and 'Illustrator CS3'.



## JOB & CAREER ACCELERATOR™ — THE DIFFERENCE IS CLEAR:

- ▶ **Comprehensive Career Information:** A fully integrated interest assessment, career exploration, and job search platform helps students explore careers that match their interests and expectations and build a personalized occupation knowledge base.
- ▶ **Powerful Resume Creation:** The industry's most powerful Resume Builder, packed with more than 120 model resumes, 750 action words, and nearly 25,000 keywords by specific job classification.
- ▶ **Letter Builder:** A guided Letter Builder, with more than 20 detailed examples and tips, prompts students in creating cover letters interviewing thank-you and follow-up letters and more, all required through out the job application process.
- ▶ **Project Professional Image:** Full formatting, style, and organization control allow students to adapt resumes and letters to best suit their needs. Expert tips, interactive job application and interviewing tutorials, and helpful checklists to make a great impression and project an outstanding professional image.
- ▶ **Occupational Exploration:** Over 1,000 Occupation Profiles allow students to explore and compare occupations in detail including up to date wage and salary data, expected growth, key responsibilities, education requirements, and more.
- ▶ **Real-Time Job & Internship Opportunities:** An integrated database of over 5 million up-to-date job and internship opportunities, aggregated from leading job boards, classified ads, and other websites allows students to search job openings based on interests and locations. Students can even apply the “recent graduate” filter to search for entry-level jobs.
- ▶ **Task Management and Tracking Dashboards:** Individual job tracking allows students to create and manage tasks, set due dates, and activate job alerts. The My Accelerator homepage provides them with instant access to all of their saved work, and tracks and notifies users of pending tasks.
- ▶ **Recommended Learning:** Access to skill building resources including more than 60 interactive computer training courses for the most commonly used applications.



Occupation Matcher assessment reveals work-related interest categories and displays suitable jobs



Powerful resume & letter builders with professional style selections and full text formatting capability



Powerful job search engine finds relevant positions



Easy access to more than 60 interactive tutorials for computer applications

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