

Job & Career **Accelerator**[™]

PRODUCT OVERVIEW
LIBRARY EDITION

THE FAST TRACK TO GETTING HIRED!

A powerful career guidance tool is now available to help your patrons face the daunting task of searching for jobs or advancing their careers. **Job & Career Accelerator**[™] from LearningExpress—the industry's most comprehensive online career and job search system—puts job seekers in the driver's seat.

Job & Career Accelerator[™] integrates everything patrons need to conduct a successful job search. Interactive wizards guide patrons through each step of the process, from exploring occupations and finding jobs to preparing resumes, completing job applications, and improving job search skills. The personalized job search portfolio allows job seekers to plan, tailor, and track multiple job searches while providing easy access to all of their saved information.

The end result is *the most efficient and 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

With the most effective job search possible

The screenshot displays the Job & Career Accelerator web application. At the top, there's a navigation bar with options like 'GET STARTED', 'EXPLORE OCCUPATIONS', 'FIND JOBS & MORE', and 'TOOLS TO GET HIRED'. The main content area is divided into several sections: 'My Profile' (showing user details for Joe Smith), 'My Reminders' (with alerts for 'Wellness Nurse' and 'Orthodontic Dental Assistant' jobs), 'My Saved Occupations and Jobs' (listing various medical and dental roles), 'My Resumes and Cover Letters' (with a list of documents), 'My Occupation Matches' (showing a list of related professions), and 'My Recommended Tests and Courses' (listing various practice exams and tests).



JOB & CAREER ACCELERATOR™ — THE DIFFERENCE IS CLEAR:

- ▶ **Comprehensive Career Information:** A fully integrated interest assessment, career exploration, and job search platform helps patrons explore careers that match their interests and expectations.
- ▶ **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 expert tips, prompts job seekers in creating cover letters, interviewing thank you and follow-up letters, and more.
- ▶ **Occupational Exploration:** Over 1,000 Occupation Profiles allow patrons 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 patrons to search job openings based on interests and location. They can even apply the “recent graduate” filter to search for entry-level jobs.
- ▶ **Task Management and Tracking Dashboards:** Individual job tracking allows patrons to create and manage tasks, including 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. Job & Career Accelerator can be fully integrated with LearningExpress Library's occupation practice tests and skills tutorials.
- ▶ **Project a Professional Image:** Expert tips, interactive job application and interviewing tutorials, and helpful checklists all help to make a great impression and project an outstanding professional image.



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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