

# Job & Career Accelerator™

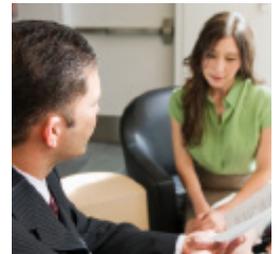
PRODUCT OVERVIEW  
LIBRARY EDITION

## 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 interface. At the top, there are navigation tabs: GET STARTED, EXPLORE OCCUPATIONS, FIND JOBS & MORE, and TOOLS TO GET HIRED. The main content area is divided into several sections:

- My Profile:** Shows user information for Joe Smith, including address (2 Rector Street, Grayson, Kentucky), phone number (800-295-9556), and email (jsmith@myemail.com).
- My Reminders:** Lists job listings with reminders to send thank you letters, follow up on interviews, and send resumes.
- My Job Search Progress:** Shows a checklist of completed tasks like 'Complete My Profile', 'Complete Occupation Matcher', 'Saved Occupations', 'Saved Jobs', 'Created a Resume', and 'Created a Cover Letter'.
- My Saved Occupations and Jobs:** Displays a list of saved job listings, such as 'Medical Assistant Winston Staffing' and 'Occupational Therapist - Per Diem...'.
- My Resumes and Cover Letters:** Shows a list of saved resumes and cover letters, including 'Medical Assistant Resume' and 'Generic Health Field Resume'.
- My Occupation Matches:** Lists related occupations like 'Electrical Drafters', 'Electronics Engineering Technicians', and 'Industrial Engineering Technicians'.
- My Recommended Tests and Courses:** Suggests tests and courses for skills improvement, such as 'Certified Medical Assistant Practice Exam 1' and 'Health Careers Practice Entrance Test: Biology'.

To start using LearningExpress Library go online to [ohioweblibrary.org](http://ohioweblibrary.org) or the State Library of Ohio website at: [library.ohio.gov](http://library.ohio.gov)



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## 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 175 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



A Smarter Ohio

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