

Job & Career Accelerator

The Job & Career Accelerator is a database available to SPPL cardholders through NC Live. To access NC Live, visit the SPPL website <http://www.sppl.net>. Click on Online Reference Resources on the left navigation panel, and click the NC Live logo.

Access the Job & Career Accelerator through the NC Live website under Career, Jobs & Test Preparation.

You will need to register before you can use the site.

Note: if you ever need to change your password, you can do so at the Learning Express site.

Once you have created a user name and password, there are several places to check out.

If you need help with a job search, or writing a resume, use the links on the featured tools section.

The image shows the top section of the Job & Career Accelerator website. At the top left is the logo "Job & Career Accelerator from LearningExpress". Below the logo is a "Returning User Login" section with fields for "Username:" and "Password:", a "Login" button, and a link for "I Forgot My Password". To the right is a "New User Registration" section with a "Register" button and the text "Launch your career with Job & Career Accelerator!". Below the login and registration sections is a large graphic showing a hand holding a whiteboard marker, with arrows pointing to a central "GET HIRED" text. The arrows are labeled "EXPLORE CAREERS", "SEARCH JOBS", and "CREATE RESUMES". To the right of the graphic are five colored buttons: "ASSESS" (blue), "EXPLORE" (purple), "FIND" (orange), "PREPARE" (green), and "GET HIRED" (yellow). Each button has a brief description of its function. Below the graphic and buttons is a dark grey banner with the text "Helping Job Seekers Get Hired, Every Step of the Way" and "The Fast Track to Getting Hired!" with a red arrow icon.

The image shows the user dashboard of the Job & Career Accelerator website. At the top is the logo "Job & Career Accelerator from LearningExpress" and a navigation bar with links: "My Accelerator", "GET STARTED >", "EXPLORE OCCUPATIONS >", "FIND JOBS & MORE >", and "TOOLS TO GET HIRED". Below the navigation bar is a "My Dashboard" section with a "LOG OUT" and "FEEDBACK" link. The dashboard shows statistics: "16 Occupation Matches", "3 Saved Occupations", "17 Tests and Courses", "0 Resumes", and "0 Cover Letters". Below the statistics is a "Tip Wizard" section with a "TIPS & ADVICE" icon and the text "Follow The Tip Wizard! The Tip Wizard provides expert advice to help you get the most out of your job search. Don't forget to read what it has to say!". Below the Tip Wizard is a "Give Your Feedback" section with a "Give Your Feedback" button and the text "Answer a quick survey and your organization may win a LearningExpress book, given away monthly!". Below the dashboard is a "FEATURED TOOLS:" section with a list of tools: "Search for a Job", "Write my Resume", "Write my Cover letter", "Learn a Computer Program", "Fill Out a Job Application", and "Explore Careers". Below the featured tools is a "View Tutorial" button and an "Update My Profile" button. At the bottom of the dashboard is a "1 of 1" page indicator. Below the dashboard is the footer with the text "Copyright © LearningExpress, LLC 2013. LearningExpress Job & Career Accelerator is a trademark of LearningExpress, LLC. Frequently Asked Questions | System Requirements Version 3.0".

The first tab—My Accelerator—contains information about your profile, “My Job Search Progress”, lists of saved occupations and jobs, resumes and cover letters, occupation matches, and recommended tests and courses.

Job & Career Accelerator
From LearningExpress

LOG OUT
FEEDBACK

My Accelerator GET STARTED EXPLORE OCCUPATIONS FIND JOBS & MORE TOOLS TO GET HIRED

My Profile edit my profile Today's Date: **March 19, 2013**

Kelley Loftis
170 W. Connecticut Ave
Southern Pines, North Carolina
United States 28387
E-mail: kloftis@sppl.net

My Job Search Progress

- Complete My Profile
- Complete Occupation Matcher
- Saved Occupations
- Saved Jobs
- Created a Resume
- Created a Cover Letter

My Reminders
You have no reminders.
How do I use reminders?

My Saved Occupations and Jobs

Occupation	# Saved Jobs
Librarians	0
Computer and Information Systems Managers	0
Amusement and Recreation Attendants	0

My Resumes and Cover Letters

- Resumes: No Resumes Created
- Cover Letters: No Cover Letters Created

My Occupation Matches

- Primary Occupation Matches
 - Chief Executives
 - Treasurers and Controllers
 - Education Administrators, Postsecondary
 - Medical and Health Services Managers
 - Mathematicians
 - Statisticians
 - Biostatisticians
 - Economists

My Recommended Tests and Courses

- Skills Improvement
- Occupation Practice Tests
- Popular Software Tutorials

Give Your Feedback
Answer a quick survey and your organization may win a LearningExpress book, given away monthly!

The second tab is the best place to start when using the Job and Career Accelerator. Under Get Started, is the Occupation matcher—the test you can take to determine what occupation would be a best fit for you.

Job & Career Accelerator
From LearningExpress

LOG OUT
FEEDBACK

My Accelerator GET STARTED EXPLORE OCCUPATIONS FIND JOBS & MORE TOOLS TO GET HIRED

Introduction

Here you'll be able to:

- Enter key information into your **Personal Profile**, which will be used in your resumes, cover letters, and job search.
- Complete the **Occupation Matcher** questionnaire, a set of targeted questions designed to match you with a list of careers that fit your interests and experience.

Whether you're looking to find a new job in your current field, or eager to pursue a career in an exciting new industry, **Job & Career Accelerator™** will guide you through every step of the process.

Move your mouse over a link below to view a description of your next steps:

- Complete your **Personal Profile**
- Complete the **Occupation Matcher** questionnaire

[Next](#)

My Dashboard

- 64 Occupation Matches
- 3 Saved Occupations
- 17 Tests and Courses
- 0 Resumes 0 Cover Letters

Tip Wizard
Tips & Advice

Create a Job Search Strategy!

Finding the right job can be stressful—and it may take time.

Don't worry—**Job & Career Accelerator** is here to help! Just follow the instructions and click on the **Tip Wizard** for advice as you move forward.

Remember: An effective job search strategy will help improve your chances of getting the job you want!

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Before starting the Occupation Matcher, be sure that you have enough time to answer approximately 75–100 questions.

The screenshot shows the 'Occupation Matcher' section of the Job & Career Accelerator website. The header includes the logo and navigation tabs: 'GET STARTED', 'EXPLORE OCCUPATIONS', 'FIND JOBS & MORE', and 'TOOLS TO GET HIRED'. The main content area is titled 'Occupation Matcher' and contains instructions: 'The questions you will be asked in the Occupation Matcher describe work activities some people do at their jobs. Read each question carefully and decide whether or not you would "Like" or "Dislike" the activity, or if you're "Unsure" about it. This is how to submit your answers:'. Below this are three questions with radio button options for 'Like', 'Unsure', and 'Dislike'. A 'Begin Now' button is at the bottom right of the main area. On the right side, there is a 'My Dashboard' with statistics: 16 Occupation Matches, 3 Saved Occupations, 17 Tests and Courses, 0 Resumes, and 0 Cover Letters. A 'Tip Wizard' section provides advice: 'Remember: You are not taking a test. There are no right or wrong answers to the questions. The goal is for you to learn more about your personal work-related interests. There is no time limit. Take your time completing the questions.'

After taking the Occupation Matcher test, you will get results based on your answers. These occupations are organized by preparation level—anything from entry level positions to professional positions that require a Bachelor or Master degree are displayed. You can return to these results by using the Explore Occupations tab.

The screenshot shows the 'Primary Occupation Matches' section of the Job & Career Accelerator website. The header is the same as the previous screenshot. The main content area is titled 'Primary Occupation Matches' and contains the text: 'Based on your answers to the Occupation Matcher and your current preparation level, the list below shows you the occupations that best match your primary interest score. When you select an occupation from the list, you will view an Occupation Card that gives you all the information you need to decide if you want to look for jobs in that field. Remember, all of your matches are saved for you on your My Accelerator page.' Below this is a list of 16 match results. The first result is 'Amusement and Recreation Attendants', which is checked and marked as a 'Saved Occupation Card'. To the right of the list is a 'Browse by preparation level' section with five options: 'Preparation Level 1 Little or No Preparation (My Current Level)', 'Preparation Level 2 Some Preparation', 'Preparation Level 3 Medium Preparation', 'Preparation Level 4 Considerable Preparation', and 'Preparation Level 5 Extensive Preparation'. On the left side, there is a sidebar with navigation options: 'Primary Occupation Matches', 'Secondary Occupation Matches', 'Explore In-Demand Occupations', 'Explore by Occupation Groups', and 'Search by Keyword'. On the right side, there is a 'My Dashboard' with the same statistics as the previous screenshot. A 'Tip Wizard' section provides advice: 'Want to see what happens if you go back to school or get more training? Just change your preparation level. This feature allows you to see what occupations you'd match with at various levels. To return to your current matches just select My Current Level, which will remain highlighted.'

Under the Find Jobs & More tab, you can perform Basic and Advanced Job Searches; Internship Searches; look at Schools, Programs and Training; or find Scholarships, Fellowships, or aid.

The screenshot shows the 'Job & Career Accelerator' website interface. At the top, there is a navigation bar with tabs: 'GET STARTED', 'EXPLORE OCCUPATIONS', 'FIND JOBS & MORE' (which is highlighted), and 'TOOLS TO GET HIRED'. Below the navigation bar, the main content area is titled 'Basic Job Search'. On the left side, there is a sidebar menu with options: 'Basic Job Search', 'Advanced Job Search', 'Internship Search', 'Schools, Programs, Training', and 'Scholarships, Fellowships, Aid'. The main search area contains a form with the following fields: 'Job Title, Skills, or Company Name' (text input), 'City, State; State; or ZIP (optional)' (text input with 'Southern Pines, North Carolina' entered), and 'Within:' (dropdown menu with '50 miles' selected). A 'Search Jobs' button is located below the form. To the right of the search form, there is a 'My Dashboard' section showing statistics: '16 Occupation Matches', '3 Saved Occupations', '17 Tests and Courses', and '0 Resumes 0 Cover Letters'. Below the dashboard, there is a 'Tip Wizard' section with the heading 'Search for jobs by skill!' and several paragraphs of advice on how to refine search results using specific keywords and phrases. A '1 of 2' navigation indicator is visible at the bottom of the tip wizard.

Finally, under the Tools to Get Hired tab, you can find tools to help you write a resume or cover letter, view example letters to help you write your own, learn more about job applications and interviews, and find popular software tutorials to help you in your preparation for finding the perfect job for you.

The screenshot shows the 'Job & Career Accelerator' website interface, specifically the 'Tools to Get Hired' page. The navigation bar is the same as in the previous screenshot, but the 'TOOLS TO GET HIRED' tab is now highlighted. The main content area is titled 'Tools to Get Hired'. On the left side, there is a sidebar menu with options: 'Build New Resume', 'Build New Cover Letter', 'View Other Letters', 'About Job Applications', 'About Interviews', 'Popular Software Tutorials', 'My Resumes', and 'My Cover Letters'. The main content area contains several sections, each with an icon and a brief description: 'Resume' (Create effective resumes to get the job you want), 'Cover Letter' (Write compelling Cover letters that will get you noticed), 'View Other Letters' (Review examples of many types of job search letters, to help you create professional responses for every situation), 'About Job Applications' (Step-by-step guidance and tips for completing print and online job applications), 'About Interviews' (Learn the essentials of successful interviewing), 'Popular Software Tutorials' (Self-paced tutorial courses on the most common software and operating systems used in the workplace), and 'Quick Tips' (Helpful advice and checklists for every step of your job search). Each section has a 'Begin' button with a right-pointing arrow. On the right side, there is a 'My Dashboard' section showing statistics: '16 Occupation Matches', '3 Saved Occupations', '17 Tests and Courses', and '0 Resumes 0 Cover Letters'.