

# Job & Career Accelerator™

## THE FAST TRACK TO GETTING HIRED

LearningExpress has brought everything needed to conduct a successful job search into one platform! Interactive tutorials guide users through exploring occupations and finding jobs, preparing resumes and letters, completing job applications, and improving job search skills.

- ▶ Personalized job search portfolio allows job seekers to plan, tailor, and track multiple searches
- ▶ Easy 24/7 access to all saved information, from any computer with Internet access
- ▶ Powerful resume and letter builders
- ▶ More than 1,000 occupation profiles to explore and compare
- ▶ Real-time job and internship postings



# LEARNINGEXPRESS LIBRARY™

## HELPING PEOPLE IMPROVE THEIR LIVES

LearningExpress Library's unique, interactive online learning platform provides patrons and students with the most comprehensive selection of academic and career-oriented resources available. More than a database, it helps communities by improving lives.

- ▶ Access to more than 1,000 online practice tests and interactive skill-building tutorials
- ▶ Exam preparation for professional certification, licensing in civil service, law enforcement, firefighting, EMS, military, real estate, healthcare, and many others
- ▶ Prepare for college and graduate school admissions tests including the SAT, ACT, GMAT, GRE, LSAT, and MCAT
- ▶ Dramatically improve or refresh basic skills in reading, writing, and math
- ▶ Successfully prepare for the GED exam



# POPULAR SOFTWARE TUTORIALS COMPUTER & INTERNET BASICS

## HELPING PEOPLE NAVIGATE TECHNOLOGY



With the global economy firmly rooted in technology, a solid proficiency in software applications is a critical 21st century skill. LearningExpress tutorials offer beginner to advanced users a wide array of software training, such as how to use a computer, access the Internet, and learn the most popular software applications—such as MS Office and Adobe Creative Suite—used in the workplace, in school, and in the home. These interactive, multimedia courses make it easy to learn and navigate technology.

- ▶ More than 70 self-paced, online tutorials
- ▶ Fully interactive video instruction with sound and animation for easy learning
- ▶ Self-assessments, quizzes, and hands-on practice lab simulations
- ▶ Access 24/7 from anywhere with an Internet connection

## Who should know about LearningExpress resources?

- › Librarians
- › Guidance counselors
- › Teachers
- › Parents
- › GED instructors
- › Workforce development counselors

## Who will benefit from using LearningExpress resources?

- › Learners & home-schoolers of all ages
- › Grades 4–12 and college students
- › Job seekers & career changers
- › Those studying for GED
- › Anyone seeking U.S. citizenship prep

### LEARNINGEXPRESS LIBRARY™

The most comprehensive selection of career and academic resources for job preparation, career advancement, basic skills mastery in math, reading, writing, grammar, and vocabulary, academic success, and re-entry into the workforce. More than a database, LearningExpress Library™ helps communities by jump-starting careers and learning, and improving lives.

### JOB & CAREER ACCELERATOR™

A powerful career guidance and search tool, available to job seekers, career changers, and those re-entering the workforce, to help search for jobs or advance their careers. It is the industry's best online career and job search tool.

### POPULAR SOFTWARE TUTORIALS

Interactive tutorials offer beginner to advanced users a wide array of software training courses for the most popular applications used at work, in school, and at home.

### COMPUTER & INTERNET BASICS

Introductory training courses for beginners on how to use a computer, access the Internet, or participate in social network platforms.

## How can you access LearningExpress resources?

Michigan residents can access LearningExpress materials through the MeL.org main page and MeL Databases page. **Tests and Tutorials (GED, ACT, Careers, etc.)** opens LearningExpress Library™. Job & Career Accelerator™ is directly linked from **Job and Career Accelerator**.

- ➔ Michigan eLibrary (MeL.org)
- ➔ Michigan public, academic, and school library websites
- ➔ Ask an information professional for assistance

Record your free personal account sign-in information to access LearningExpress online resources:

**USERNAME**

**PASSWORD**



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# LEARNINGEXPRESS

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Providing more than 1,000 online career-oriented and educational learning resources including eCourses, eTutorials, eTests, and eBooks.

- College & graduate school admissions prep
- Career certification test prep
- Career & job prep/search
- Basic skills improvement
- U.S. citizenship prep
- GED prep
- And more!

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