Getting started with Job & Career Accelerator

The Job and Career Accelerator Center offers tools and expert guidance to help you through every step of the job process. The center's Resume Builder will guide you through the steps to create an effective resume.

1. Go to the Learning Express site. If you do not already have an account on Learning Express, click **Register** in the upper right corner to create an account.
2. Fill in the required fields, then click **Create Account** to complete your account. Be sure keep your login information (email address and password) in a safe place so you can login each time to work on your resume.
3. Once you have created an account, on the next page click on **All Centers** found in the blue banner and select **Job and Career Accelerator**.
4. On the **Job and Career Accelerator page**, click on **Start** in the middle of the page. This will take you to your personalized Dashboard.
5. From your Dashboard (on the left hand side) you can track your job search, progress and upcoming tasks, create, access, and publish resumes and cover letters, review saved job opportunities and more.
6. To begin creating a resume, click on **Build Great Resumes and Cover Letters** on the left side. Then click on **Build a great Resume.** To launch the Resume Builder click on **Resume Builder** in the center of your Dashboard or **Launch** on the right side.
7. The **Resume Builder** is a step by step guide that will help you create and publish the most effective resumes possible. As you build, you'll find expert advice, easy to follow instructions, and helpful resume samples to help you through each step of the process.
8. The next page will take you into the Resume Builder. Click **NEW RESUME** to begin the process of building your resume. It will then begin the step by step process to create your resume. There are also "Resume Writing Tips" on the right side of the screen.
9. Once you have finished the process, you are able to preview your resume. You also have the options to email, print or clone (make a copy of) your resume.