

# Job & Career Accelerator™



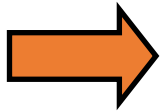
## Lisle Library District Cardholders:

**Job & Career Accelerator** is a comprehensive and easy-to-use resource to conduct a successful job search with access to tools such as resume & cover letter builders and expert advice to make the job search more effective.

### Access Steps:

#### From Your Computer or Mobile Device:

Go to: [www.lislelibrary.org/LLDdatabases](http://www.lislelibrary.org/LLDdatabases)



Select "Job & Career Accelerator."

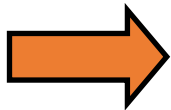
Enter your library card number and PIN. Click "Login."

Click "Sign In/Register" in the upper right corner.

New Users: Click "Register."

Provide your name, email, and create a password. Click "Register."

#### Get Started:



- Use the "Centers" tab to view a list of options and click "Job & Career Accelerator."
- Select "Build Resume and Job Letters" or "Search for Jobs and Internships" or "Prepare for an Interview," and more.
- After clicking one of the topics, select "Launch Career Tool" and follow the instructions to build or edit your resume or cover letter.
- "Browse Sample Resumes" or view the "Keyword List" for suggested terms to enhance your resume or cover letter.
- Use "Preview Resume" to save, download, print or email your resume or cover letter.

Go to "Centers/Job & Career Accelerator" and "Search for Jobs and Internships" links directly to Indeed.com to find jobs that match your career goals.

Click on your name at the upper right to go to "My Center" then "Career Dashboard" to upload resumes and job letters directly into an online job application.

### Need More Help?

Email: [adultservices@lislelibrary.org](mailto:adultservices@lislelibrary.org) to connect with LLD staff