

EBSCO

Job & Career Accelerator



Lisle Library District (LLD) 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:

1. Go to lislelibrary.org/databases
2. Select **JOB & CAREER ACCELERATOR** from the list
3. Enter your library card number and PIN*
4. Click **LOGIN**.
5. Click **SIGN IN / REGISTER** in the upper right corner.
 - a. New Users: Click **REGISTER**
 - i. Provide your name, email, and create a password.

GETTING STARTED:

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

ADDITIONAL INFORMATION:

1. Go to *Centers/Job & Career Accelerator*
2. **Search for Jobs and Internships** links to USAJOBS® and Monster to find jobs that match your career goals.
3. 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.

*Your LLD PIN is typically the last 4 digits of your phone number. If this doesn't work, please visit or contact the library to have it reset.

NEED MORE HELP?

email adultservices@lislelibrary.org to connect with LLD staff

