HOW CAN JOB & CAREER ACCELERATOR HELP ME?

Job & Career Accelerator from LearningExpress Library is your personal job search management center. It combines everything you need for a successful job search into one easy-to-use online application.

- Explore detailed information on over 1,000 different occupations
- Match your interests and skills with the career that's best for you
- Search over five million up-to-the-minute local and national job postings
- Create professional resumes and cover letters
- Practice and master interviewing skills
- Get invaluable tips and advice every step of the way from your initial search to accepting an offer

WHERE DO I FIND JOB & CAREER ACCELERATOR?

Job & Career Accelerator can be accessed by clicking on Research Database from the left index of any page on the Library’s website (http://www.missioncollege.edu/lib/). Look for it under the subject heading “Business & Communication.” If you are off campus you will be prompted for your last name and student I.D. number. It is very important to use a Mission College link to register and access Job & Career Accelerator as it is the only way to access the Mission College subscription.

DO I NEED TO CREATE MY OWN ACCOUNT TO USE JOB & CAREER ACCELERATOR?

You must set up your own account to use Job & Career Accelerator. You can register and login by using the “Sign into your account” box in the lower right side of the Welcome page. This takes you to the New User Registration page. Complete the form as instructed. Note that your user name is your email address.

HOW DO I NAVIGATE JOB & CAREER ACCELERATOR?

Once you login to your account, you will see your My Center page. To return to the Welcome page, click on “Center Home” on the menu bar at the top of the page.

From the Welcome page, click on “Start.”

You can select options either from the left menu or click on “My Dashboard.” From your Dashboard you can track your job search progress and upcoming tasks; create, access, and publish resumes and cover letters; review saved job opportunities; and much more.