JAMES J. HILL CENTER GUIDE TO USING LEARNING EXPRESS HUB CAREER CALCULATION

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INTRODUCTION

Leaning Express Hub Career Calculation is a tool used to help job seekers. It guides users through the process of building cover letters and resumes, provides job searching tips, and helps with career exploration.

For further information call 651-265-5500 or email info@jjhill.org.

GETTING STARTED

Access the database through the Database List page. Follow the prompts to create a free account.

COVER LETTER AND RESUME HELP

- Hover over the “Resources” menu at the top of the screen and click “Tools to Get Hired.”
- Click “Launch” next to either “Build Your Resume” or “Build Your Letter” to begin the guided process of building your cover letter or resume.
EXPLORING CAREERS

- Hover over the “Resources” menu at the top of the screen and click “Find a Career Match.”
- Click “Launch” next to “Interest Matcher” to get help finding a career based on your interests.
- Click “Launch” next to “Skills Matcher” to get help finding a career based on your skills.

JOB APPLICATION ASSISTANCE

- Hover over the “Guidance” menu at the top of the screen and click “How to Fill Out a Job Application.”
- Click “Begin the Tutorial” to go through the job application tutorial.
How to Fill Out a Job Application

This short tutorial will show you how to properly complete a job application with informative examples and helpful tips. Then you can download sample forms to complete so you have everything you need to successfully apply for a job.

This tutorial will take approximately 10 minutes to complete.

Questions?
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