



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

80 West Fourth Street | Saint Paul, MN 55102
PH: (651) 265-5500 | EMAIL: info@jjhill.org
www.jjhill.org

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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.

Home Center Home Guidance Resources Other Centers Video Guides My Center Help

Tools to Get Hired

Stand out to employers; craft polished resumes and cover letters, prepare for winning interviews, and more.

JCA Build Your Letter
This step-by-step builder will help you create effective cover and job search letters that will get you noticed. As you build, you'll find expert advice, easy-to-follow instructions, and helpful samples to help you through each step of the writing process.

JCA Build Your Resume
This step-by-step resume builder will help you create and publish the most effective resumes possible. As you build, you'll find expert advice, easy-to-

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.

Home Center Home Guidance - Resources - Other Centers - Video Guides - My Center Help -

Find a Career Match

Learn about the different occupations that suit your skills, interests, and abilities.

JCA Interest Matcher
Take this quiz to learn what occupations are great matches for you based on your interests.

JCA Skills Matcher
Take this quiz to learn what occupations are great matches for you based on your skills and abilities.

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.

The image shows a screenshot of a website's navigation bar and a main content area. The navigation bar at the top includes links for Home, Center Home, Guidance (highlighted with a red arrow), Resources, Other Centers, Video Guides, My Center, and Help. Below the navigation bar, the page title is "How to Fill Out a Job Application". On the left side, there is a vertical menu with several categories: About Job & Career Accelerator, High School Students, College Grads, Entry-Level Jobseekers, Transitioning Military, Career Changers, Experienced Jobseekers, How to Fill Out a Job Application (highlighted in yellow), Expert Advice Library, Occupations Data (O* NET), and College Finder. The main content area features a large image of a woman in a professional suit with her arms crossed. To the left of the image, the title "How to Fill Out a Job Application" is repeated in a larger font. Below the title, there are two paragraphs of text: "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." and "This tutorial will take approximately 10 minutes to complete." At the bottom of the main content area, there is a yellow button with the text "Begin the Tutorial »" which is highlighted with a red box.

Questions?

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