

What's New in Job & Career Accelerator

Great news, you are now using the newest version of Job & Career Accelerator. If you have been using an older version, don't worry, all your existing personal information and work has already been moved to this new version. This includes your:

- Profile Information
- Occupation Profile
- Saved Occupation Cards
- Saved Jobs
- Saved Resumes and Cover Letters

About Your Saved Resumes and Cover Letters

All your saved resumes and cover letters can be accessed in the **Tools to Get Hired** section (you don't have to do anything). The **Tools to Get Hired** section (along with your resumes and cover letters) will look different, but the information you entered previously has not changed. Here are some general differences to keep in mind:

- Most sections of your resume will remain the same. However, certain sections have been renamed. See below for more information on these.

Old Name	New Name
Objective	Headline
Summary	Highlights of Qualifications
Military History	Add a Section*
Community Service	Add a Section*

*If you entered any information for **Military History** or **Community Service** sections, these will now appear in the **Add a Section** area. The section header will automatically be displayed as the section title. All other information will appear in the content area.

The screenshot shows the Resume Builder interface. On the left sidebar, the 'Military History' and 'Community Service' sections are circled in red. Arrows point from these sections to the 'Add a Section' button at the bottom of the main content area, which is also circled in red. The main content area shows a preview of a section titled 'Military History' with the content 'Lieutenant Commander, United States Navy (Retired)'. The 'Add a Section' button is highlighted in yellow.

- To see a comprehensive listing of all your resumes and cover letters, use the **My Resumes** or the **My Cover Letters** section (previously called **Saved Resumes** and **Saved Cover Letters**).

Key Features

The following is a summary of the key features of the new Job & Career Accelerator.

Redesigned Resume Builder Features:

- More than 120 model resumes written by career placement professionals
- Targeted guidance for career-changers, job seekers with experience gaps, and military personnel transitioning to the civilian workforce
- More than 700 action words categorized by skill family
- Resume import and export functionality including Google Docs integration
- Full-featured resume style selection, formatting, and section reordering

Improved My Accelerator Dashboard Features:

- New **My Reminders** section with event notification for job progress tracking
- Alerts, reminders, and Google calendar integration
- Customized task management to track each step of the application process
- Direct access to saved jobs and improved tracking forms from My Accelerator

Expanded Search Functionality Features:

- Internships search option and entry-level job search filter for recent graduates
- College finder tool searchable by program/degree, type of institution, and location
- Links to grants, fellowships, and financing opportunities for college-bound students


Improved Cover Letter Builder Features:

- Full-featured cover letter formatting and section reordering

Comprehensive Library of Sample Letter Types Features:

- Thank you and follow up letters, and much more!

For Additional Information

To learn more go to www.library.ohio.gov and select Job & Career Accelerator; click the help icon  to view the in-depth video tutorial.