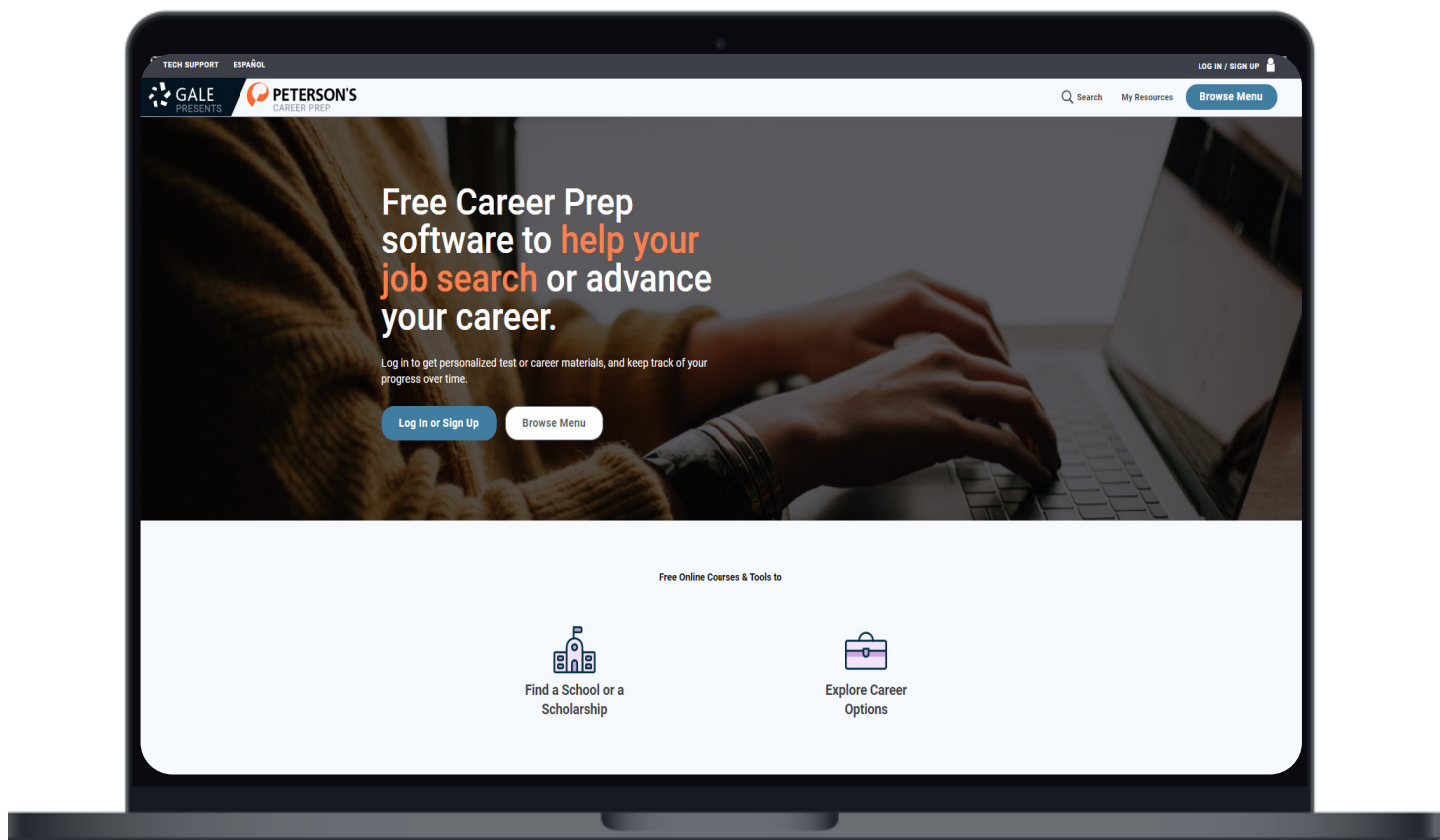


GALE PRESENTS: PETERSON'S CAREER PREP

Prepare for your Professional Future

Gale Presents: Peterson's Career Prep provides the tools you need to achieve your professional goals, from developing skills to move you forward in your current career, to finding and preparing for a new career. *Gale Presents: Peterson's Career Prep* is here to support all your career ambitions.



CAREER ADVICE

Access career advice to prepare you for key situations including job searching, interviewing, salary negotiations, and transitioning out of the military.

JOB SEARCH

Search and apply for both government and non-government jobs.

RESUME BUILDER

Develop a full resume or cover letter from start to finish. View examples or utilize templates to get noticed.

COLLEGE AND SCHOLARSHIP SEARCH

Find colleges and scholarships to support your career goals, including undergraduate and graduate options. Narrow by program to narrow results.

GALE PRESENTS: PETERSON'S CAREER PREP

GET STARTED

CREATE AN ACCOUNT

- Select the **Log In or Sign Up** button.
- Select **Sign Up Now** and enter your information.
- An email isn't required, but it is recommended in case of a forgotten password.
 - » If an email is used, it will be the username moving forward.

FIND CONTENT

HOMEPAGE BROWSE

Once signed into *Gale Presents: Peterson's Career Prep*, you can find materials by simply scrolling down on the homepage.

- To be launched directly to all content related to a specific section, select the **Find a School or Scholarship** button, or the **Explore Career Options** button.
- To launch to one specific tool, scroll down on the homepage and select the tool listed.

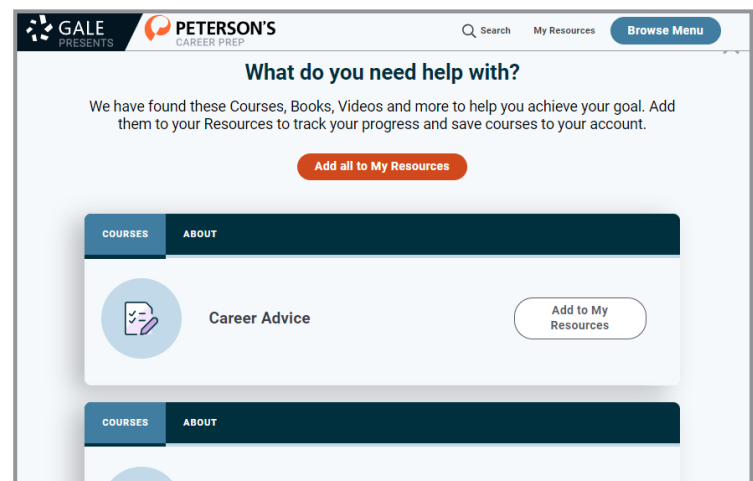
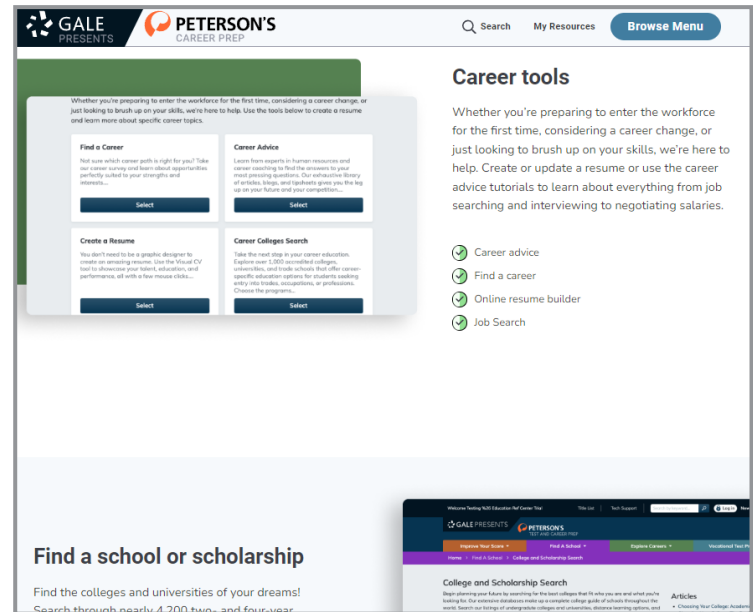
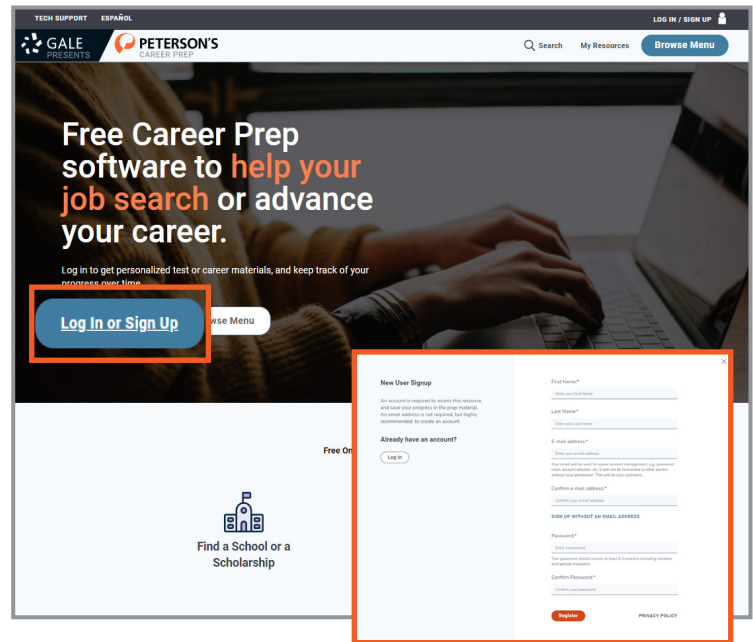
CAREER TOOLS

Career Tools are found within the **Explore Career Options** section, or on the homepage.

CAREER ADVICE

Select the **Career Advice** section to explore a variety of career topics.

- Select a title you are interested in to launch into that content.
- To launch to one specific tool, scroll down on the homepage and select the tool listed.
- Utilize the navigation bar on the left side of the page to explore the content.



Gale, here for **everyone.**

GALE PRESENTS: PETERSON'S CAREER PREP

FIND A CAREER

Select the **Find a Career** section to complete personal and professional inventories.

- Upon first entering the section, you will be prompted to either take the **Career Quiz**, or jump to **Browse Careers Now**.
 - » Completing the **Career Quiz** will provide customized results, while browsing without the quiz will provide a list of available careers.
- Once you complete the **Career Quiz**, you will be provided with results showing your top interests.
- Move forward to the **Preparation** section to choose what levels of preparation you want your career matches to have.
 - » This allows you to limit to careers that don't need additional schooling, for example.
 - » This filter can be changed once you click into your results.
- For more tailored results, take the additional assessments provided.
- Click into your **Career Matches** to get background knowledge on the careers including salary, career outlook, and preparation requirements.

ONLINE RESUME BUILDER

Select the **Online Resume Builder** section to create a resume, cover letter, website, or career journal.

- Select the material you would like to create.
 - » You can create multiple options for each material. As an example, you can have two different versions of your resume.
- After you select your material, utilize the tools on the left side of the page to choose template, see examples, or edit from scratch.
- Select **Share** or **Download** at the top of the page to get your material out of the resource.

The screenshot shows the CareerPeach interface. At the top, there are navigation tabs: START, CAREER QUIZ, RESULTS, PREPARATION, and CAREER MATCHES. The 'RESULTS' tab is active, showing a filter for 'High Job Preparation'. Below the filter, there are two career match cards. The first card is for 'Aerospace Engineers' with a median yearly income of \$130,720 and a most common education level of Bachelor's Degree. The second card is for 'Agricultural Engineers' with a median yearly income of \$88,750 and a most common education level of Bachelor's Degree. Both cards also indicate 'Projected Job Growth: Grow Rapidly'.

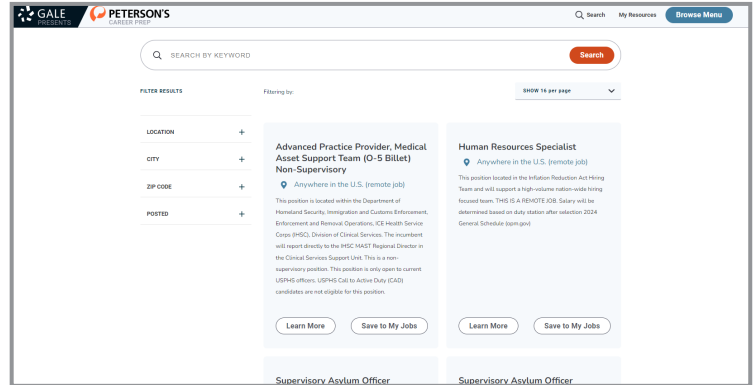
The screenshot shows the Online Resume Builder interface. At the top, there are navigation tabs: Resumes, Websites, Cover Letters, and Career Journal. The 'Resumes' tab is active. Below the navigation, there are options for font (Lato), font weight (Raleway), and font size (14px). The main content area shows a resume template with a dark blue header and a white body. The header contains a placeholder for a profile picture, the text 'Your full name', and 'Your headline or current title'. Below the header, there are fields for 'Phone number', 'City, State/Province', and 'Email address'. The main body of the resume has two sections: 'Work experience' and 'Education'. Each section has a dashed box with a plus sign and the text 'Add entry'. There are also 'Add section' buttons at the bottom of each section.

GALE PRESENTS: PETERSON'S CAREER PREP

JOB SEARCH ENGINE

Select the **Job Search Engine** section to search for both government and non-government jobs.

- Choose either the government or non-government button to narrow results.
- Selecting non-government will allow you to search by job, key word, or location utilizing Indeed.
- Select a job of interest (either government or non-government) to apply.

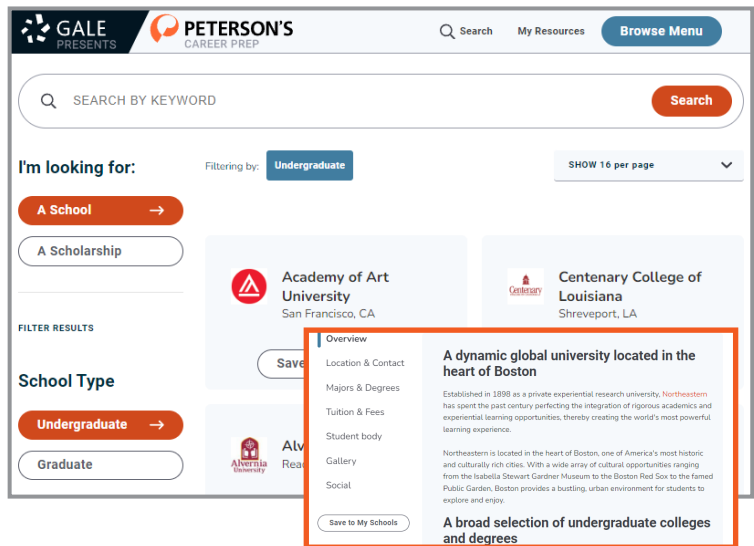


SCHOOL AND SCHOLARSHIP TOOLS

School and Scholarship Tools are found within the **Find a School or Scholarship** section, or on the homepage.

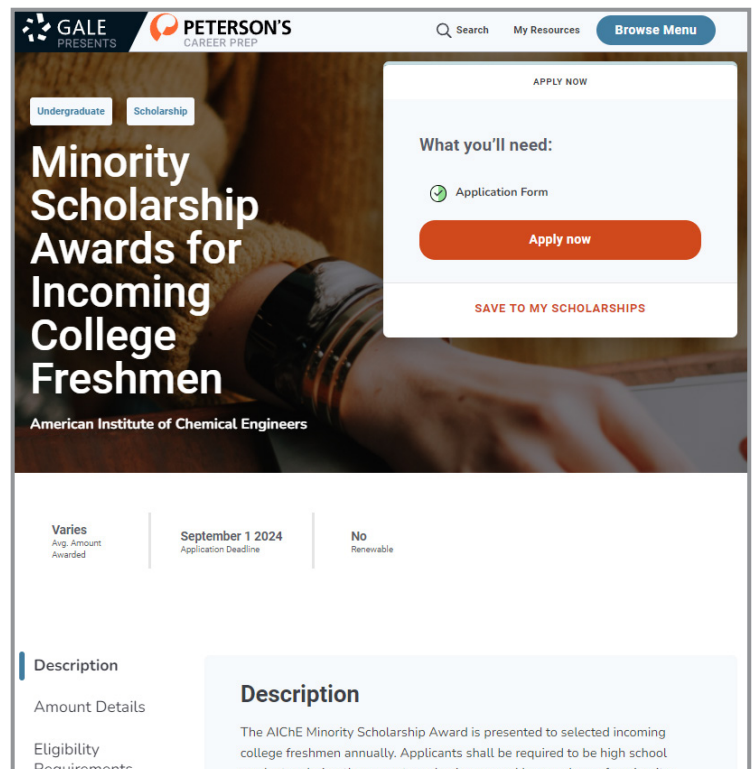
SEARCH FOR A SCHOOL

- Select the **School Search** tool.
- Utilize the **Search Bar** at the top of the page to search by keyword, or select filters on the left side of the page to narrow results.
- Select a school of interest to see more detailed information including tuition, location, majors, and degrees.



SEARCH FOR A SCHOLARSHIP

- Select the **Scholarship Search** tool.
- Utilize the **Search Bar** at the top of the page to search by keyword, or select filters on the left side of the page to narrow results.
- Select a scholarship of interest to see more detailed information and apply.



FINANCIAL AID QUIZ

- Select the **Financial Aid Quiz**.
- Select the Practice Tests button.
- Start the quiz and submit to assess your knowledge about student financial aid.