Choose how to get started

Learn more about SkillBase
Option to create an account for personalization

Spanish/Portuguese translation

Start here by answering a few quick questions to get to the right resources for you

Go directly to Learning Page here

Live chat for immediate help
3 Content Categories

Resources on SkillBase fall in these topics

Career and Job Search
Going Digital at Home and Work
Learning English for Work
Learning Page

Choose a content topic

What do you want to learn?

Choose one of 3 content topics to begin

Career and Job Search
Prepare for your next career step. Learn tips for job search, resume writing, interviews, and more.

Going Digital at Home and Work
Practice using basic and advanced computer skills required for many jobs.

Learning English for Work
Practice your English language speaking and writing, with a focus on professional vocabulary. This is for English language learners.

Learn more about resources
Log in for user profile showing recently viewed content

Spanish/Portuguese translation
Career and Job Search

Scope and sequence

**Goals**
- Begin job search
- Apply for a job
- Succeed at your job

**Skills**
- Understand your strengths as a job applicant
- How to search for a job
- Understanding job requirements before applying
- How to present yourself to employers
- How to craft a resume
- How to prep for an interview
- Follow-up after applying for a job
- Achieving success on the job
Going Digital at Home and Work
Scope and sequence

**Goals**
- Start core computer use
- Practice everyday use of tools
- Build technical work skills
- Continue strong technical skills

**Skills**
- Digital communication
- Basic computer skills
- Introduction to Word + Office
- Digital Problem Solving
- Intermediate Microsoft Word and Office
- Microsoft Excel
- Planning
- Project management
- Using data at work
- Introduction to coding
- Intermediate coding
- Advanced coding
Learning English for Work

Scope and sequence

**Goals**

- Basic Conversation
- American Culture
- Professional English

**Skills**

- Zero experience
- Beginner
- Intermediate
- Advanced

- American Media and News
- Small Talk
- Citizenship

- Getting hired
- Communication in the workplace
Content Page

Pick a goal

Career and job search
Get ready for your next career move with job search tips, resume writing, interview practice, and tips for best workplace behavior.

Goal 1: Begin job search
This goal is the first step for learners who are not sure where to begin with their job search and who need some help.

Skills you'll learn as part of this Goal:
1. Understand your strengths as a job applicant
2. How to search for a job

Go to Job Search Resources

Goal 2: Apply for a job
This goal is for learners who want to apply for a job by writing a resume and cover letter or preparing for an interview.

Skills you'll learn as part of this Goal:
1. Understanding job requirements before applying
2. How to present yourself to employers
3. How to craft a resume
4. How to prep for job/interview
5. Follow-up after applying for a job

Go to Job Application Resources

Goal 3: Succeed at your job
This goal is for learners who are about to begin a new job and who want some advice on how to succeed.

Skills you'll learn as part of this Goal:
1. Achieving success on the job

Go to Job Success Resources
Career and Job Search

Goal #2: Apply for Jobs
This goal is for learners who want to apply for a new job by writing a resume and cover letter or preparing for an interview.

What skills will you learn here?

Understand job requirements
To make your application match what employers are looking for, you need to understand an employer’s expectations.

Present yourself
To stand out from other applicants, you will need to know how to talk about yourself and your accomplishments with confidence.

Craft a resume
To get noticed by an employer, you will need a strong resume that summarizes your skills and past experiences in a clear and concise way.

Prep for the interview
To finalize a job offer, you will need to impress an employer through your presence, behavior, and responses during an interview.

Follow up on a job
To make sure that companies don’t forget you, you may need to send emails or place calls that politely but confidently ask for an update on your application.
Resource List

Filters and list of resources

First, select which skill is right for you:
- Understand Job requirements
- Present yourself
- Prepare for Interviews
- Craft a resume
- Follow up on Job

Then, select any additional filters:
- Mobile-friendly
- Short content (<20 mins)
- Offers certificate
- No Extra Sign Up

Finally, click a link below to explore a learning resource:

<table>
<thead>
<tr>
<th>Resource</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>How To Master the Fine Art of Following Up on a Job Without Being Annoying</td>
<td>Article with a step-by-step process on how to determine whether to follow-up on an application and then how to do so politely</td>
</tr>
<tr>
<td>Reading and Understanding Job Descriptions</td>
<td>Article with a guide on deconstructing a job description</td>
</tr>
<tr>
<td>Introduction to Resumes and Cover Letters</td>
<td>Free online course on resumes and cover letters</td>
</tr>
<tr>
<td>How to Succeed at Interviews</td>
<td>Free online course on how to prepare and succeed at an interview</td>
</tr>
<tr>
<td>Engage the Likability Effect in the Job Search</td>
<td>Build a personal trait to impress employers and succeed in your job search</td>
</tr>
<tr>
<td>The Elevator Pitch</td>
<td>Module of an online course (only text + one activity)</td>
</tr>
<tr>
<td>Follow-up on Your Job Application with This Easy Template</td>
<td>Article with a step-by-step process of determining how to follow-up on a job application and an email template to do so</td>
</tr>
</tbody>
</table>

Click to create a filter

Sort by skill within the goal

Resource title

“Like” a resource
# Glossary of Filters

Definitions of filters

<table>
<thead>
<tr>
<th>Filter Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile-friendly</td>
<td>Best use for phone or has a phone app</td>
</tr>
<tr>
<td>Short content (&lt;20 mins)</td>
<td>Each lesson is quick to complete usually under 20 minutes</td>
</tr>
<tr>
<td>Offers certificate</td>
<td>Certification may require many lessons to be completed and/or payment</td>
</tr>
<tr>
<td>No extra sign up</td>
<td>Does not require additional email or passwords to view the resource</td>
</tr>
</tbody>
</table>