

# Skillbase

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Skillbase is a library of **free** online career skills resources for job seekers and learners. The website is run by a team of Harvard students, graduates, and faculty with experience in education, technology, business, and job training who test hundreds of third-party websites, apps, and online platforms to guide you to the best tools to find work and succeed in it. You'll find step-by-step guides related to finding and applying for a job, improving your technology skills, and developing your workplace English. Some examples include:

- How to recover from a layoff
- Improve your job interview skills
- Search engine optimization
- Improve your professional conversation skills
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## Step by Step Guides for Learners

Our team has organized resources to help you build skills



Find and apply for a job

[Learn More](#)

- Understand your strengths
- Find and evaluate jobs
- Create a resume and cover letter
- Prepare for an interview
- Succeed during your first week



Improve your technology skills

[Learn More](#)

- Learn to use computer at home/work everyday
- Learn to use everyday tools such as Microsoft Word and Excel
- Learn to code and to use data at work



Develop your workplace English

[Learn More](#)

- Learn to improve your reading, writing, speaking and listening skills
- Understand American culture
- Communicate in English at work settings