

## Are you looking for work or starting a new career?

**The Idaho Department of Labor offers three levels of service to maximize your job search.**

**Self-service:** Job seekers can access many of our services online. If you need to use a computer, visit one of our local or mobile offices. Register for work, create resumes, submit applications, research wage information, explore new careers, watch tutorials or take skills assessments.

**Self service plus:** Use our local office resources at your own pace. Attend a workshop, hiring event or schedule an appointment with a workforce consultant who can connect you with job leads and answer your questions about looking for work.

**Career Acceleration Program (CAP):** Sign up to work one-on-one with our career consultants to boost your job search and create a customized plan to get you on your way to employment within a few weeks. Give us a call and see if this is the program for you.

### Job search workshops

- **Maximize Your Job Search:** This workshop is for everyone seeking guidance in their job search. Topics of discussion include labor market trends, practical ways to find employment and helpful tools offered by the Idaho Department of Labor.
- **Resume Workshop:** Stand out in your job search with a strong resume. In this workshop, you will discover what employers seek, how to highlight your work and soft skills, and create the resume that fits your needs.
- **Sharpen Your Interview Skills:** Learn how to successfully navigate an interview and present yourself through this workshop. Individuals receive professional guidance on preparation and presentation skills.  
\*Mock interviews available by appointment.
- **Basic Computer Skills:** Learn to create an email account, complete online job applications and create employment documents. No previous computer experience required.

For more information about CAP or any other department services contact your local office at [labor.idaho.gov/officedirectory](https://labor.idaho.gov/officedirectory). Walk-in hours and personal appointments with a workforce consultant are available at mobile locations in rural areas throughout Idaho.