



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

**IDAHO**  
DEPT. OF LABOR

**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 more than 50 local or mobile Labor 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 or job fair 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. For a directory visit [labor.idaho.gov/officedirectory](http://labor.idaho.gov/officedirectory).



*Find information about free job search workshops offered at several Idaho Labor locations on the other side of this flyer.*

# Job Search Workshops

Workshops are offered on different schedules at Idaho Labor offices across the state. Check the [calendar of events](#) to find one in your area.\*

## Maximize Your Job Search – Comprehensive Overview

This workshop is for anyone, but especially for people making an employment or career transition. Topics of discussion include the current labor market, how to look for work and the tools available at the Idaho Department of Labor to enhance your job search. Participants receive the Maximize Your Job Search workbook.



## Resume Workshop

Gain a competitive edge with a compelling resume in this workshop. Learn tips and tricks and what employers look for. Highlight your work skills and soft skills. Create the resume that suits your needs.

## Practice Interviewing

Learn how to successfully prepare for an interview and present yourself through this interactive workshop. Participants have an opportunity to participate in a mock interview and receive professional feedback and pointers.



## Computer Basics for Job Seekers

An introduction to computer basics for job seekers like setting up a dedicated and professional email account, how to apply for jobs online, and creating Word documents for resumes and cover letters. No experience necessary to attend.

Contact your nearest local office or mobile location for more information on the Career Accelerator Program or any of Labor's services. Walk-in hours and personal appointments with a workforce consultant are now available at mobile locations in rural areas throughout Idaho. Find a location near you at [labor.idaho.gov/officedirectory](http://labor.idaho.gov/officedirectory).

The Idaho Department of Labor is an equal opportunity employer and service provider. Reasonable accommodations are available upon request. Dial 711 for Idaho Relay Service.