

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 38 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, 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.

Job search workshops

- **Maximize Your Job Search workshop:** This workshop is for anyone, but especially for those 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 workshop:** 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 workshop:** 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.

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