

# MAT<sup>2</sup> APPLICANT GET STARTED GUIDE

## 1

### CREATE A PURE MICHIGAN TALENT CONNECT ACCOUNT

#### CREATE MILOGIN ACCOUNT

[milogin.michigan.gov](https://milogin.michigan.gov)

#### CREATE YOUR PROFILE

<https://jobs.mitalent.org/job-seeker-create-account/>

#### CHOOSE CAREER STATUS AND DESIRED POSITION

For **Career Status** select  
"actively searching"

For **Desired Position** select "MAT2"

#### CHOOSE CAREER CATEGORY

Choose "Manufacturing"

#### CHOOSE CAREER TYPE

You have three options.

1) If you are interested in computer numeric control (CNC), select all of the following from the drop-down:

- CNC Operation
- CNC Programming
- Machine Operators

2) If you are interested in mechatronics, select all of the following from the drop-down:

- Electromechanical Equipment/  
Instrument Prod/Repair
- Industrial Machinery Repair and  
Maintenance
- Industrial/Manufacturing Technology

3) If you are interested in both mechatronics and CNC, select all six career types from the drop-down menu.

*FYI: Employers use all six of the above career types when searching for MAT<sup>2</sup> candidates.*

#### TOP SKILLS

You must put the word "MAT2" under skills. Doing so allows employers and the staff who manage the program to search your resume.

#### SET LOCATION PREFERENCES

Select one or more location preferences for program-area interests.

#### Southeast Michigan

**Mechatronics:** Henry Ford College

**Computer Numerical Control (CNC):**  
Henry Ford College

#### Southwest Michigan

**Mechatronics:**  
Kalamazoo Valley  
Community College

**Computer Numerical Control (CNC):**  
Kalamazoo Valley  
Community College

#### Northern Michigan

*(Select both Northwest  
and Northeast Michigan)*

**Mechatronics:**  
Baker College – Cadillac

#### UPLOAD YOUR RESUME

You have to upload at least one resume to be selected for MAT<sup>2</sup>.

**IMPORTANT:** You must put the word "MAT2" in your resume "Objective" or somewhere in the body of your resume. Doing so allows employers and the staff who manage the program to search your resume.

#### ACTIVATE YOUR ACCOUNT

Click "submit" and you'll receive an "account created" message.

Check your email for a message from [webnoreply@michigan.gov](mailto:webnoreply@michigan.gov).

You'll be directed to the "account confirmation" page.

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## 2

### UPLOAD IMPORTANT DOCUMENTS

Up to three resumes and 30 documents can be added to your account in the “my workspace area” in the “job seeker” drop-down menu.

#### RESUME

You need at least one resume to apply for a position. Be sure to upload an up-to-date resume.

**IMPORTANT:** You must put the word “MAT2” in your resume “Objective” or somewhere in the body of your resume.

#### OTHER

The following documents may be requested by employers:

- Transcripts
- GED certificate
- SAT results
- References

#### OPTIONAL DOCUMENTS

- Recommendations
- Community college transcripts

## 3

### APPLY TO MAT<sup>2</sup> JOB POSTINGS

Once you’ve created an account, you can search for job postings using the keyword “MAT2.”

Employers set up job postings on Pure Michigan Talent Connect. You’ll be notified by email – provided you followed all of the directions as listed above!

**IMPORTANT:** You must apply directly to the school once you are hired by an employer.

**FYI:** Baker College applicants apply to “Baker College Job Postings” only.

*You can find the Baker paper application process at [baker.edu/apply](http://baker.edu/apply). Please follow the additional steps as they are listed in the job description on Pure Michigan Talent Connect.*