



## MAT<sup>2</sup> Resume Tips

NOTE: These are just tips and are not required on your resume. You should format your resume in a way that best represents your information and not how the tips are listed below.

1. Include your full (legal) name, complete mailing address, a phone number with voicemail set up and where you can be reached during the day, as well as an e-mail address that you check frequently.
2. Having an objective on your resume that speaks specifically to your interest in the MAT<sup>2</sup> program makes your resume personalized.
3. If you have specific skills/experience that pertain to the skilled trades such as working on a lathe, mill, CAD design, or other skills, please feel free to include detail in a **summary of skills** section on your resume.
4. Please include current and past employment (start and end date of the employment, position name, name of employer, and city location); please also include at least three descriptions of work duties performed and if you have successfully achieved something with that employer; make sure to include that in one of your bullet points.
5. Information listing the year and name of an extracurricular activity such as Robotics Club and your contribution to that activity, any certifications or awards earned, or positions held.
6. If you are a dual enrolled high school student or in an early middle college program include the dates you have been in the program, the name of the college where credits are being earned, and a list of courses and/or training and certifications you have completed (you can also include courses you are enrolled in if necessary). You can also include your GPA for your college course work separately from your High School GPA if you'd like.
7. Please check your resume for accuracy and any spelling/grammar errors. It is a good idea to have several individuals review your resume. You can also visit your local [Michigan Works One –Stop Service Center](http://www.michiganworks.org/about-michigan-works/one-stop-service-centers) (<http://www.michiganworks.org/about-michigan-works/one-stop-service-centers>) for help with your resume.
8. It would also be helpful to include a listing of honors such as the National Honor Society, etc.
9. Include your high school name and expected graduation date; this is an area you can emphasize additional detail, by listing specific courses taken, extracurricular activities, GPA, and other information relating to your school performance, especially if you do not have a lot of work experience.
10. If you have volunteer work experience that pertains to the skilled trades or if you volunteer for other purposes please make sure to include these details on your resume.
11. If you have won awards in clubs such as but not limited to robotics include those under achievements, listing the year they were received and the name of the award.
12. Another area to consider including on your resume is any personal interests you may have if they pertain to skilled trades. Sometimes as a student you build sets for theatre or floats for a parade, tinker with cars on the weekend, build computers, DIY projects, model assembly, use machines or other equipment, and it is important to include these details to demonstrate your ability to perform hands-on work that employers are looking for.
13. It is important to include at least two to three recommendation letters and/or references with your resume. This is not a requirement but is helpful for employers.

Good Luck on your journey and if you have additional tips you would like to share please feel free to e-mail [mat2@michigan.gov](mailto:mat2@michigan.gov)