

## Job Seeker Get Started Guide

### Account Features:

- Get a custom Workspace that lets you keep track of your job searches.
- Develop a profile that shows off your skills, abilities and career interests.
- Create and store documents you need to apply for jobs.
- Upload your resume or create a new one in the system.
- Have new job openings emailed to you.
- Save job searches.
- Get your profile and resume seen by Michigan employers.

### Get Started in a Few Easy Steps:

1. Go to [www.mitalent.org](http://www.mitalent.org) and click on Create An Account in the top right corner of the screen.
2. Select Job Seeker.
3. Create your profile.
  - a. Contact Information
  - b. Career Information
    - i. Create a detailed profile that showcases your top skills and interests, educational background desired careers to Michigan employers looking for talent.
    - ii. Upload your own resume or build one with step-by-step instructions once you have established your account.
4. Start searching for your future career!

### Tips & Hints:

- You must log in to your account every 90 days to keep your profile visible to employers.
- You can create one account per unique email address. Your email address is your Username.
- Keep your email information handy, you'll need it to activate your account, sign in to your account, and receive communications on jobs and system updates.
- Employers can search the information in your public profile and your resume. Be sure your information is detailed and always up to date so employers can find and recruit you for potential job opportunities.
- If you forget your password, you can reset it yourself through the Lost Password feature on the Sign In page.
- You can keep up to three resumes in your Workspace; employers can view the one you set as primary.
- You can store cover letters, transcripts, references, and other materials right in your Workspace, allowing you to access them from any computer with Internet access.
- Video tutorials, user guides, and help icons are available on Talent Connect to assist you.