

## MICHIGAN TALENT BANK

Bureau of Workforce Transformation  
Meeting Employer Needs Division  
3032 W. Grand Blvd., Suite 9-400  
Detroit, MI 48202

The Michigan Talent Bank is the state's online recruitment and career advancement source that helps employers to attract, connect with and hire the best employees. Launched in 1998, the Michigan Talent Bank is available 24/7 at [www.michigan.gov/talentbank](http://www.michigan.gov/talentbank).

### FOR EMPLOYERS

If you are an employer looking for qualified, skilled employees, the Michigan Talent Bank is the place for you. Signing up is quick and easy on our Web site.

- It's free! Become one of our 75,000 plus active employers, at no cost to you.
- Search over 800,000 active resumes to find the employee you are looking for.
- Search for resumes using text, location, or job title—whatever works best for you.
- Save your search criteria to use them again when searching for resumes at a later date.
- Put the resumes you've found in one of your three Resume Shopping Carts.
- Post your job order and choose how the job seeker applies for the job.
- Activate the Talent Scout on any job order you post to receive automatic emails when resumes are entered that match your job requirements.
- Include a link to your Web site on any job order you post.
- Sponsoring a Job Fair? Register your Job Fair by using the Job Fair link.

### FOR JOB SEEKERS

If you are looking for a job, you can post your resume on the Michigan Talent Bank. Make yourself available when employers conduct over 50,000 resume searches each month. Search for jobs. There are more than 30,000 openings. Find the job that's right for you.

- Choose the resume format that suits you—chronological or functional.
- Use the spell check feature to be sure your resume reflects the best image of you.
- Found the perfect job on the Michigan Talent Bank? If you are logged in, and the employer is accepting emailed resumes, use the 'email resume now' feature to automatically send your resume and a cover letter to an employer.
- Cover letters—use the system generated one or create your own.
- Use the 'Quick Update' feature to keep your resume current and enable employers to find you when they search for the freshest (last 30 days) resumes.
- Search for jobs. You can use the Job Scout to receive automatic emails when jobs are posted that match your resume or tailor your job search for a more exact match.
- Use the Job Order Shopping Cart to keep track of the jobs you've found and annotate the action you've taken regarding them.

Find the perfect employee or job on the Michigan Talent Bank at [www.michigan.gov/talentbank](http://www.michigan.gov/talentbank). If you need assistance or have questions about using the Michigan Talent Bank, call the Michigan Talent Bank Help Desk, M–F, 8 a.m.–5 p.m., at 1.888.253.6855 or email [mtbhelp@michigan.gov](mailto:mtbhelp@michigan.gov).