

Full Name:

Tech Email:

T#:

# PURPLE JUNIORS / SENIORS

Applications and all documentation need to be completed in Spring semester 2026 and be turned in by April 24, 2026, at 8 a.m. Applications will not be accepted after the deadline. Submit applications at <https://tf.tntech.edu/view.php?id=1810000>, email [career@tntech.edu](mailto:career@tntech.edu), or by dropping off at Roaden University Center, 328.

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Center for Career Development  
TENNESSEE TECH

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## Part 1 - Getting Experience

Student must have participated in or completed **two** of the following:

Part-time Job while in college\* \_\_\_\_\_

Completed internship, Cooperative Education assignment, clinical experience, or student teaching\* \_\_\_\_\_

Study or intern abroad\* (domestic students abroad only) \_\_\_\_\_

Leadership position in a campus club or organization\* \_\_\_\_\_

NCAA athlete or Tech club sport participation\* \_\_\_\_\_

Community service or service learning project while in college\* \_\_\_\_\_

Enrolled in a professional development course, senior design class, capstone course, research methods or other thesis type class. List class and instructor. \_\_\_\_\_

Complete LinkedIn Learning assignment, Creating Great First Impressions, at <https://www.linkedin.com/learning/creating-great-first-impressions/your-first-impression-challenge?u=26115762>. Upload certificate to Handshake documents to receive credit.

\*Must appear on student's resume uploaded to Handshake to receive credit.

## Part 2 - Getting Ready for What Comes Next

**COMPLETE ALL THREE ASSIGNMENTS IN PART TWO.**

1. Career Exploration & Employer Engagement. Complete one of the following:

Attend one job fair. Must scan Eagle Card to receive credit.

Annual Spring Engineering Fair 2026 February 26 10 a.m. – 2:00 p.m. Hooper Eblen Center	College of Education and Human Sciences Spring Career Fair 2026 March 5 10 a.m. – Noon Memorial Gym	School of Agriculture Spring Career Fair 2026 March 10 11:00 a.m. – 1:00 p.m. Memorial Gym	2026 Nashville Area Career Fair March 31 1:00 pm – 4:00 p.m. Nashville Fairgrounds
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Attend three Career's n Coffees OR one Lunch and Learn (Review schedules on Handshake), you must card tap in to gain credit for this assignment

Write a 750-word essay on an employer/company of interest to you. You will not receive credit if AI was used to create the paper.

**2. Professional Branding & Handshake Preparation.** Complete all three.

Review Resume Writing Tutorial/Builder on ElevateTrak.com and construct/update your employer-ready resume from the template (builder). Upload the completed, employer-ready resume to Handshake under Resume Document and mark it “public”.

Upload a professional-looking headshot to Handshake (try the new ElevateTrak.com AI headshot generator).

Complete Handshake profile by completing the following sections: Work History, Summary, add at least two current skills, and a list of at least four classes, preferably in your major.

**3. Career Development Skills & Next Steps.** Complete TWO of the following:

Complete a Job Search Strategy appointment with the Career Development Office.

Complete THREE of the following Life Skills videos on ElevateTrak.com:

[Understanding Your Paycheck](#) | [Understanding Credit Score](#) | [Money Management Tips](#)

[Personal Brand for Getting a Job](#) | [Social Media and Your Job Search](#) | [Conducting an Informational Interview](#)

Take the knowledge test for each module and download the certificates of achievement and then upload the certificates to Handshake under “Other Documents.”

View two videos under the Job Offers module on ElevateTrak.com 1) Understanding the Job Offer and 2) Negotiating Your Job Offer. Take the knowledge test for both, download the certification of achievement and then upload those certificates to Handshake under “Other Documents.”

Attend one Co-op/Internship Meet-up (Meet-ups attended previous semesters can be counted.)

January 27

11 – 11:45 a.m.

RUC 3rd Floor, Room 371

February 3

11 – 11:45 a.m.

RUC 2nd Floor, Room 371

March 3

11 – 11:45 a.m.

RUC 2nd Floor, Room 371

April 23

11 – 11:45 a.m.

RUC 3rd Floor, Room 371

## **Part 3 – Becoming Career Ready**

**COMPLETE ALL ASSIGNMENTS IN PART THREE (ALL WORKSHOPS MUST BE ATTENDED IN SPRING 2026)**

**1. Interview Skill Development.** Complete BOTH assignments below:

Watch the 12:35 video under Interview Preparation and STAR-L on ElevateTrak.com, complete the quiz, download your certificate, and upload it to Handshake under “Other Documents.”

Watch the two videos under the Job Fair module (Part 1 & 2) and take the knowledge test after part 2. Download the certificate of achievement and upload it to Handshake under “Other Documents.”

**2. Career Competencies Learning Modules.** Complete BOTH assignments below:

Watch the 9:30 Applying Career Competencies video on ElevateTrak.com, complete the knowledge test, download your certificate, and upload it to Handshake under “Other Documents.”

Complete the Career Competencies Worksheet on ElevateTrak.com by entering your best examples for each of the seven competencies. Download the completed PDF and upload it to Handshake under “Other Documents.”

**3. Career Readiness Workshops.** Attend TWO of the following workshops:

**Preparing for Job Fair and Recruiting Season**  
February 5  
11 – 11:45 a.m.  
RUC 3rd Floor, Room 371

**Making a Great First Impression at a Job Fair - Panel**  
February 19  
11 – 11:45 a.m.  
RUC 3rd Floor, Room 371

**Making Great Presentations with Dr. Scott Christen**  
March 26  
11 – 11:45 a.m.  
RUC 3rd Floor, Room 371

**How Will I Be Evaluated on My First Job**  
April 16  
11 – 11:45 a.m.  
RUC 3rd Floor, Room 371