

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, or by dropping off at Roaden University Center, 328.

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Center for Career Development
TENNESSEE TECH



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 Linked-In 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

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