



2024 – 2025

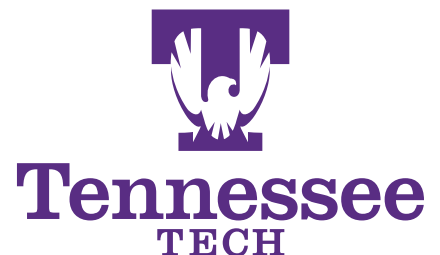
CAREER GUIDE

Center for Career Development

 @ [Linkedin.com/company/tntechcareer](https://www.linkedin.com/company/tntechcareer)

 @ TNTechCareer

 @ TNTechCareer



AVERITT + YOU = **SUCCESS**



**HEADQUARTERED RIGHT HERE
IN COOKEVILLE, WE'RE A
LEADING TRANSPORTATION AND
LOGISTICS COMPANY WITH A
50-YEAR TRACK RECORD OF
GROWTH AND DEVELOPMENT!**

When it comes to building a long-term career, you're looking for a future with growth opportunities – and that's where Averitt can help. We're a transportation provider, meaning we work as a team to move freight from point A to point B, all around the world. The world may be our workplace, but the Upper Cumberland is our home.

So where are you headed after graduation? Looking to stay close to home? Our Corporate campus is located right down the street, and we'd love to help you get started. Looking to get a little farther away? No problem! We have over a hundred locations throughout the Southeast.



INTERNSHIPS

Learn about the diverse services we provide while receiving exposure to various aspects of the supply chain management cycle.



LEADERSHIP DEVELOPMENT

A 3-6-month training program designed to prepare you for a leadership opportunity within our company.



CORPORATE POSITIONS

We offer various corporate positions, such as, HR, marketing, IT, software engineering, accounting, and more.

Averitt is the sponsor of Tennessee Tech's Operations, Logistics, and Supply Chain Management minor and one of the largest employers of Tech grads in the region.

For more information visit:
AverittCareers.com/NextSteps

EOE/AA including Veterans and Disabled



SCAN ME

WHAT'S INSIDE

| | |
|--|----------|
| Message from the Director | 1 |
| Introduction | |
| Why Visit Your Center for Career Development | 2 |
| Prepare for Your Job Search | 3 |
| Explore Your Interest Evaluate Majors & Career Fields | 4 |
| The Importance of Handshake to Your Job Success | 5 |
| Career Ready | |
| Develop the Professional Skills You Need – Get Career Ready | 6 |
| NACE Career Ready Competency Skills Worksheet | 7 – 8 |
| Your Four-Year Career Plan | 9 |
| How to Get NACE Career Readiness Certified | 10 – 13 |
| Meet Employers and Get Experience | |
| Employer Specialty Events | 14 |
| Experiential Learning: Plan for Your Future | 15 |
| Your Guide to Cooperative Education: Know the Steps for Enrollment | 16 |
| Volunteering and Other Types of Work Experience | 17 |
| Resumes, References and Professional Letters | |
| Write an Effective Resume | 18 – 19 |
| Sample Resumes and Tips | 20 – 23 |
| Use Action Verbs to Show Accomplishment | 24 |
| Create a Reference List | 25 |
| Compose Professional Letters, Sample Cover Letter and Thank You Letter | 26 – 28 |
| Networking, Researching Employers and Career Fair Preparation | |
| Network: Tap Into the Hidden Job Market | 29 |
| Leverage Social Media to Network & Create a Professional Online Presence | 30 |
| Research Employers of Interest | 31 |
| Choose the Right Opportunity for You | 32 |
| Make a Career Fair Work for You | 33 – 34 |
| Interviewing | |
| Dress Professionally to Make a Great First Impression | 35 |
| Ace the Interview | 36 |
| Virtual Interview Guide | 37 |
| Interview Questions to Ask and Anticipate | 38 |
| Behavioral Interview Questions | 39 |
| Employer Partners | |
| Employers Recruiting at Tennessee Tech | 40 – 45 |

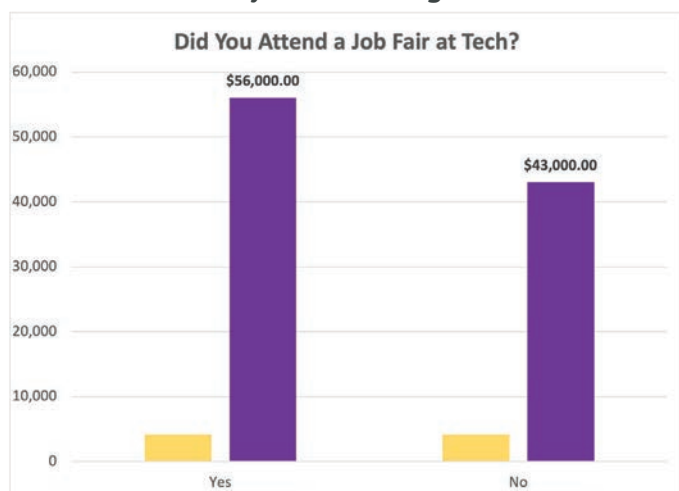
FROM THE DIRECTOR



Holding Steady

Many people ask me how's the entry-level job market? In a word, good, steady! In looking back over this past year, the National Association of Colleges and Employers did drop hiring expectations to a negative 1.9% for 2024-2025. Here at Tech, we would agree that overall interest in entry-level recruiting was slightly down from the 2023-2024 academic year. But only slightly. Employer registrations at both marquee recruiting events (Employer Expo; Engineering Fair), were strong, and we predict similar turnout for 2024-2025. We know students attending job fairs at Tech have a significant impact on starting salaries:

Five Year Summary of Attending Job Fairs at Tech:



As far as salaries go, compensation to new graduates remained stable throughout the reporting period, as did bonuses. Projections for this year indicate that 43% of employers plan to increase salaries for the upcoming year while the rest indicated they would have no change. In all pretty good projections for the classes of 2024 and 2025.

What employer's rate as important when trying to differentiate between candidates for entry-level positions also remained fairly stable. Nothing ranks higher than students getting experience outside of the classroom through internships. This was true whether the student interned with the company

(4.5/5) or in the industry (4.4/5.0). What has changed over the past few years is how much employers rely on a student's GPA as an indicator of success. Less than 40% of employers indicated they are screening on GPA. This seems to support recent indicators that recruiters are stressing skills, competencies and experiences, over high GPA's.

Less than 40% of employers now screen on GPA!

What's important as we move forward is to encourage students to gain experience that complements their academic major. Then assist them in learning how the combination of in-classroom and out-of-classrooms experiences combine to formulate their career readiness. Transferring these skills, competencies and experiences onto resumes and into student answers to behavioral based questions, is key. These are top objectives of both Career Ready Certification Programs offered by Career Development for 2024-2025.

WINGS UP!

-Russ Coughenour



WHY VISIT YOUR CENTER FOR CAREER DEVELOPMENT?

EXPLORE

Learn about the resources and events the Center for Career Development has available for you. Assess how your values, skills and interests can help you find the right major and career. Connect with a Career Development staff member to discuss a personalized career plan.

ENGAGE

Attend workshops to develop your online brand, career fair strategies and more. Participate in our Career Readiness Certification programs (GOLD – freshman/sophomore & PURPLE – junior/seniors/graduate) to help you stay on track with your career development. Utilize this Career Guide and/or Career Development appointments with staff members to refine your resume. Practice your interview skills with at least one mock interview video session. Participate in as many job fairs as possible.

EXPERIENCE

Prepare for upcoming career fairs and on-campus interviews. Try and complete as many experiential assignments and/or leadership positions as you possibly can. Learn to translate your skills and experiences onto your resume and into your answers to interview questions.

CONTACT US

Location

Roaden University Center, 3rd floor, Room 328

Office Hours

8:00 a.m. to 4:30 p.m. Monday-Friday

Student Walk-In Hours

Monday through Thursday from 1:00 to 4:00 p.m.

Email: career@tnitech.edu

Website: www.tnitech.edu/career

Phone: (931) 372-3232

Schedule an Appointment:

www.tnitech.edu/career/handshake



CAREER DEVELOPMENT RESOURCES PREPARE FOR YOUR JOB SEARCH

Setting yourself up for a successful career requires preparation. You are investing thousands of hours to get your degree. Taking shortcuts in the job search process will decrease your chances of getting the job you really want. Take advantage of Career Development resources to organize an effective job search and achieve your career goals!

Learn to:

NETWORK

Create a group of contacts and keep it active through regular communication for mutual benefit. Networking is one of the most useful tools you will learn to be successful in your job search.

RESEARCH EMPLOYERS

Learn about resources to assist you in obtaining more information on employers that interest you. Impress recruiters with your knowledge of their organization.

WRITE AN EFFECTIVE RESUME

Provide a summary of your qualifications and experience that communicates enough information to an employer to get you the interview you want.

COMPOSE PROFESSIONAL LETTERS

Write effective cover and thank you letters to positively influence whether you are considered for a position.

MAKE A CAREER FAIR WORK FOR YOU

Develop a winning elevator pitch, learn how to dress and what to bring and discover strategies to achieve results from your career fair attendance.

INTERVIEW

Capitalize on your professional preparation to convince an employer why you're the best person for the job.

TypeFocus™

Success Through Self Awareness

EXPLORE YOUR INTERESTS WITH TYPEFOCUS!

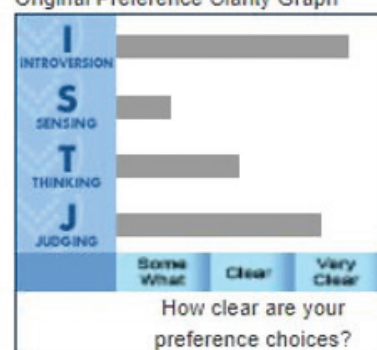
PERSONALITY

Explore your personality profile

- Gain insights into your own behaviors
- Understand how to identify what makes you unique
- Value difference in positive ways that promote synergy and teamwork

Tech students can take the TypeFocus Assessment at:
www.tntech.edu/career/students/assessment.php

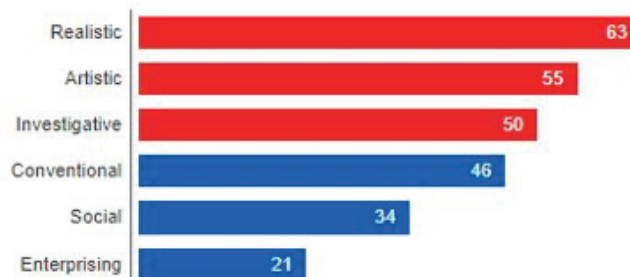
Original Preference Clarity Graph



VOCATIONAL INTEREST

Explore your natural strengths and preferences

- Learn your natural skills as they pertain to the workplace
- Identify skills and learn how to discuss those skills with employers
- Identify potentials for improvement



EVALUATE AND COMPARE MAJORS AND CAREER FIELDS!

CareerSpots provides brief informational videos covering hundreds of occupations that you may be interested in. This is a great tool to further explore major and career interests throughout your college journey.

Go to www.tntech.edu/career/students/advice-videos.php to start exploring careers!



Handshake

THE IMPORTANCE OF HANDSHAKE TO YOUR JOB SUCCESS

All Tech students interested in improving their chances of finding quality employment while in school or after should register their Handshake, Tennessee Tech's job and career development gateway, account. This is your one-stop platform for everything career!

Handshake is your access to:

- Full Time Jobs
- Internships / Co-ops
- Part Time Jobs
- Peer to Peer Communication
- Resume Storage
- Employer Data
- Job and Event Alerts
- Career Fairs
- Employer Events
- Center for Career Development Programs and Services

Current Tech students can access their Handshake account quickly from within your TechExpress portal at <https://express.tntech.edu>. Just look for the Handshake icon!



With your first login, **Handshake** will prompt you to completely fill out your profile. Upload a resume, add clubs, organizations, classes, skills and interests.

As you utilize the platform, it will then “learn” and pair you with information related to events, employers, jobs and opportunities relevant to you. This also includes recommending jobs and activities that match your skills, interests and major listed on your profile.

Student and Alumni Handshake Login
www.tntech.edu/career/handshake

Student and Alumni Handshake Help Center

Visit the link above and click on “**Handshake Help Center**” or contact career@tntech.edu.

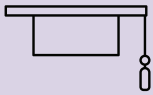


Are you CAREER READY?

Employers are looking to hire college students and recent graduates who know how to use their talents, strengths and interests. These students are "Career Ready."

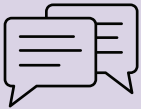
Adapting the National Association of Colleges and Employers (NACE) definition of Career Readiness to reach beyond the focus of initial transition, but rather, focusing on a lifetime of career success, Tennessee Tech University understands career readiness as "the attainment and demonstration of requisite competencies that broadly prepare Tech graduates for career success throughout life."

Earn your **Career Readiness Certification** by attending qualifying skill-building events in ten core competency areas.
Learn more about NACE competencies at www.nacweb.org.



Career & Self-Development

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities and networking to build relationships with and without one's organization.



Communication

Clearly and effectively exchange information, ideas, facts and perspectives with persons inside and outside of an organization.



Critical Thinking

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.



Equity & Inclusion

Demonstrate the awareness, attitude, knowledge and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures and policies of racism.



Financial Literacy

Understand and manage personal finances to build a financial foundation that supports career aspirations. The individual demonstrates an understanding of personal finances and the implications of financial decisions to lead a life that is not hindered by financial obligations, but rather, supported by responsible financial decisions.



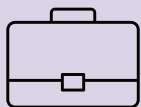
Leadership

Recognize and capitalize on personal and team strengths to achieve organizational goals.



Lifelong Wellbeing

Engage in activities that promote quality well-being, focusing on intellectual, physical and social attributes. The individual demonstrates habits of success through ongoing and consistent nurturing of physical health, an inquiring and intellectual mindfulness and positive and inspirational social engagement.



Professionalism

Knowing work environments differ greatly, understand and demonstrate effective work habits and aid in the interest of the larger community and workplace.



Teamwork

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.



Technology

Understand and leverage technologies ethically to enhance efficiencies, complete tasks and accomplish goals.

NACE CAREER READY COMPETENCY SKILLS WORKSHEET

Career Readiness Checklist
#TNTechCareer Ready

**TRACK
YOUR
PROGRESS**

CRITICAL THINKING

I have at least one example of where I have used critical thinking and problem-solving skills on a job or in a classroom setting. My best example would be:

COMMUNICATION

I have at least one example of where I have shown excellent written and oral communication skills. My best example would be:

TEAMWORK

I have at least one example of where I have been an effective team member. My best example of this skill would be:

LEADERSHIP

I have at least one example of where I was an effective leader. My best example of leadership would be:

Use this page to help you formulate bullet points to enter on your resume!

PROFESSIONALISM

I have at least one example of where I have shown excellent professionalism in a prior job, internship or class. That example would be:

TECHNOLOGY

I have at least one example of using data, software or other technology to help me make a critical decision. That example would be:

EQUITY & INCLUSION

I have at least one example of where I have worked in a multi-cultural or global capacity. My best example would be:

CAREER & SELF-DEVELOPMENT

I have at least one example of where I had to make an important decision concerning my career. That example would be:

MY OTHER SKILLS NOT ON THIS LIST

I have another skill that I think is worthy of inclusion. That skill would be:

Use this page to help you formulate bullet points to enter on your resume!

YOUR FOUR-YEAR CAREER PLAN

Your career development begins your first day on campus. The Four-Year Career Plan helps with achieving career milestones throughout your academic journey at Tennessee Tech University. Each item during each year assists with your overall experience and talent development to support meeting the labor demands and skills needed for your career. This plan guides you to graduate “Career Ready!”

FRESHMAN YEAR

- Log in to your **Handshake** account and fill out your profile at <https://tntech.joinhandshake.com/login>.
- Use our student walk-in hours, Monday – Friday from 1 – 4 p.m. to get your resume started.
- Explore career interests with **TypeFocus** and **Career Spots** on the Center for Career Development website, <https://tntech.edu/career>.
- Decide on a major by the end of your first year.
- Attend one of your annual career fairs and numerous workshops as part of your career exploration.
- Join at least one service, leadership or professional organization, group or club.
- Consider gaining **GOLD Career Readiness Certification**.

SOPHOMORE YEAR

- Update your resume and upload it to **Handshake** online resume and job database.
- Update your **Handshake Profile** and start critically thinking about the best time to intern in your field.
- Improve your interviewing skills by using the **Interviewing.com** online software system.
- Obtain your **GOLD Career Readiness Certification** (Freshman - Sophomore) to increase workplace knowledge.
- Join a career-related or professional organization.

JUNIOR YEAR

- Plan to participate in a **cooperative education** or **internship position** (attend job fairs to prospect for opportunities).
- Network - attend career fairs, both on and off-campus, and pursue a leadership role in a campus organization.
- Don't forget to start working toward your **PURPLE Career Readiness Certification** (Junior/ Senior) and upload your resume to your **Handshake** account.
- Considering graduate school? Begin researching programs of interest, admission requirements and testing deadlines.

SENIOR YEAR

- Finalize your resume in **Handshake** and practice your interviewing skills with **Interviewing.com**.
- Begin applying for full-time jobs 7 – 8 months before graduation.
- Participate in Career Development on-campus interviews, attend all career fairs and workshops.
- Obtain your **PURPLE Career Readiness Certification** to learn valuable transition skills.
- Applying to graduate school? Get assistance with personal statements and resumes. Submit applications by required deadlines.

Full Name:

Tech Email:

T#:

GOLD 2.0

NEW AND IMPROVED!



Center for Career Development

TENNESSEE TECH

GOLD Career Readiness Certification has been streamlined for academic year 2024-2025! GOLD is now easier for students to accomplish. More online, self-paced assignments, less in-person attendance. See below for details.

Applications and all documentations need to be turned in by **8 a.m. Friday, November 22, 2024.**

Applications will not be accepted after the deadline.

Submit applications at <https://tf.tntech.edu/view.php?id=1595107>, email career@tntech.edu, or by dropping off at Roaden University Center, 328.

Part 1 - Self Exploration

COMPLETE BOTH ASSIGNMENTS IN PART ONE:


- ☐ Complete one of the following and upload the completed plan to the document section of Handshake.
 1. Complete My Career Plan Builder on <https://isuriz.com>.
 2. Complete a My Career Plan appointment with the Center for Career Development.
- ☐ Complete TypeFocus self-assessment at <https://www.tntech.edu/career/students/assessment.php>


Part 2 - Skill Building

COMPLETE BOTH ASSIGNMENTS IN PART TWO:

- ☐ 1. Watch "Applying Career Competencies" at <https://isuriz.com>. Take Knowledge Test and download certificate of achievement. Upload the certificate to Handshake documents.
- ☐ 2. Complete ONE of the following:
 - ☐ Participation in one of the following:
To receive credit, the club, organization or professional affiliation must appear on your resume.
 - Affinity Club
 - Professional Organization
 - Greek Organization
 - Other campus organization not on list
 - ☐ Complete a 750-word academic paper on an occupation of interest that cites at least two sources. (<https://www.bls.gov/ooh/home.htm>, Moody's.com) You will not receive credit if AI was used to create the paper.
 - ☐ Attend one of the following CO-OP Meet-ups:.

 September 3
CLEM212
11 – 11:50 a.m.

 October 1
RUC, Tech Pride Room
11 – 11:50 a.m.

 November 7
RUC, Tech Pride Room
11 – 11:50 a.m.

 November 14
RUC, Tech Pride Room
11 – 11:50 a.m.

Quizzes on ISURIZ.com
are under "Knowledge
and Certificate of
Achievement."



Part 3 - Introduction to Job Search

COMPLETE ALL ASSIGNMENTS IN PART THREE:

- ☐ Start Handshake profile by completing the following sections: Major, My Journey, add two skills and at least two classes. To receive credit, make your profile and resume "public."

- ☐ Attend one resume workshop listed below OR complete a resume review with a Career Ambassador. To receive credit upload your updated resume to Handshake documents.

☐ September 5

Writing My First Professional Resume
CLEM 212

11 – 11:50 a.m.

☐ October 10

Writing My First Professional Resume
RUC, Tech Pride Room

11 – 11:50 a.m.

☐ November 19

Gold Career Readiness Makeup

This will only count towards one workshop.

RUC, Tech Pride Room

11 – 11:50 a.m.

- ☐ Attend one interview workshop listed below or make an appointment with a Career Counselor for an Interview Skills Appointment.

☐ September 19

Beginning Interviewing

RUC, Tech Pride Room

11 – 11:50 a.m.

☐ October 22

Beginning Interviewing

RUC, Tech Pride Room

11 – 11:50 a.m.

☐ November 19

Gold Career Readiness Makeup

This will only count towards one workshop.

RUC, Tech Pride Room

11 – 11:50 a.m.

OR attend one of the following job fairs:

☐ August 28

Welcome Back Part-time Fair

Centennial Plaza

11 a.m. – 1 p.m.

☐ September 17

Employer Expo

Hooper Eblen Center

11 a.m. – 2 p.m.

- ☐ Watch STAR-L video and take the quiz on <https://isuriz.com>. To receive credit, upload the certificate of completion to Handshake documents.

Quizzes on ISURIZ.com
are under "Knowledge
and Certificate of
Achievement."



Full Name:

Tech Email:

T#:

PURPLE 2.0

NEW AND IMPROVED!



Center for Career Development

TENNESSEE TECH

PURPLE Career Readiness Certification has been streamlined for academic year 2024-2025! PURPLE is now easier for students to accomplish. More online, self-paced assignments, less in-person attendance. See below for details.

Applications and all documentations need to be turned in by **8 a.m. Friday, November 22, 2024**. Applications will not be accepted after the deadline.

Submit applications at <https://tf.tntech.edu/view.php?id=1595000>, email career@tntech.edu, or by dropping off at Roaden University Center, 328.

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* _____
- ☐ Senior design or capstone project* _____
- ☐ Community service or service learning project while in college* _____
- ☐ Enrolled in a professional development course while at Tech. List class and instructor name. _____
- ☐ 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 to receive credit

Part 2 - Getting Ready for What Comes Next

COMPLETE ALL THREE ASSIGNMENTS IN PART TWO.


- ☐ 1. Complete one of the following:
 - ☐ Attend one job fair. Must scan Eagle Card to receive credit.
 - ☐ Employer Expo
Hooper Eblen Center
September 17
10 a.m. – 2 p.m.
 - ☐ Construction Management Showcase
Ashraf Islam Building Atrium
September 17
4 – 5:30 p.m.
 - ☐ Attend three Careers 'n Coffees. To receive credit, you must check-in at QR code on the employer's table. The Careers 'n Coffee schedule can be found on Handshake.
 - ☐ 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. Complete all three.

- ☐ Review Resume Writing 101 on Isuriz at <https://Isuriz.com> as a guide to update your resume. Upload your public employer-ready resume to Handshake documents.
- ☐ Upload a professional-looking headshot to Handshake.
- ☐ Complete Handshake profile by completing the following sections: Major, Work History, My Journey, add at least two skills and classes. To receive credit, make your profile and resume "public."

☐ 3. Complete TWO of the following:

- ☐ Complete a Job Search Strategy appointment with the Career Development Office.
- ☐ Complete three of the Life Skills videos on Isuriz at <https://Isuriz.com>, take the quizzes and upload the completion certificates to Handshake documents.
- ☐ Attend one Co-op Meet-up (Meet-ups attended previous semesters can be counted.)

 September 3
CLEM212
11 – 11:50 a.m.
Focus on International
Students/CPT

 October 1
RUC, Tech Pride Room
11 – 11:50 a.m.

 November 7
RUC, Tech Pride Room
11 – 11:50 a.m.

 November 14
RUC, Tech Pride Room
11 – 11:50 a.m.

Quizzes on ISURIZ.com
are under "Knowledge
and Certificate of
Achievement."

Part 3 – Becoming Career Ready

COMPLETE ALL ASSIGNMENTS IN PART THREE

☐ 1. Attend one of the following Resume Writing Workshops.

☐ August 27
Employer Ready Resume Writing
SLH 102
11 – 11:50 a.m.

☐ September 10
Employer Ready Resume Writing
CLEM212
11 – 11:50 a.m.

☐ October 3
Employer Ready Resume Writing
RUC, Tech Pride Room
11 – 11:50 a.m.

☐ 2. Attend one of the following Interview Skills Workshops.

☐ August 29
Interview Skills
RUC, Tech Pride Room
11 – 11:50 a.m.

☐ September 24
Interview Skills
RUC, Tech Pride Room
11 – 11:50 a.m.

☐ October 29
Interview Skills
RUC, Tech Pride Room
11 – 11:50 a.m.

☐ 3. Complete all three assignments on Isuriz at <https://Isuriz.com>.

- ☐ Watch the STAR-L Response Method video, take the quiz and upload the completion certificate to Handshake documents.
- ☐ Watch the Applying Career Competencies video, take the quiz and upload the completion certificate to Handshake documents.
- ☐ Complete the Career Competencies Worksheet and upload it to Handshake documents.

☐ 4. Attend one additional workshop.

☐ September 12
Great Impressions at a Career Fair Employer Panel
RUC, Multipurpose Room
11 – 11:50 a.m.

☐ September 26
How will I be evaluated on My First job?
RUC, Tech Pride Room
11 – 11:50 a.m.

☐ October 15
Making Great Presentations
RUC, Tech Pride Room
11:00 AM to 11:50 AM

☐ October 24
How will I be evaluated on My First job?
RUC, Tech Pride Room
11 – 11:50 a.m.

☐ November 5
How will I be evaluated on My First job?
RUC, Tech Pride Room
11 – 11:50 a.m.

☐ November 21
Purple Career Makeup
RUC, Multipurpose Room
11 – 11:50 a.m.

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EMPLOYER SPECIALTY EVENTS

The Center for Career Development hosts employers throughout the academic year. These employers are on campus with the goal of meeting YOU! Be sure to watch for these Employer Specialty Events and make plans to attend and learn what positions they have - you may be the perfect fit!



CAREERS N' COFFEE
CENTER FOR CAREER DEVELOPMENT

Careers n' Coffee events offer employers an opportunity to meet Tennessee Tech students in a highly visible, convenient and casual way on campus. Employers bring normal career fair type collateral, banners, handouts and giveaways and spend a couple of hours serving coffee while interacting with students. The event is typically between 11 a.m.- 1 p.m.; however, hours are flexible. Be sure to look for opportunities to hold your Career's n' Coffee event in our new Ashraf Islam Building!

Employer Spotlight events offer employers an opportunity to meet Tennessee Tech students in a highly visible, convenient and casual way on campus. Employers bring normal career fair type collateral, banners, handouts and giveaways and will be located in the Roaden University Center Lobby. The event is typically between 11 a.m.- 1 p.m.; however, hours are flexible.



Visit EVENTS in Handshake for a full listing of Employer Specialty Events on campus.

EXPERIENTIAL LEARNING: PLAN FOR YOUR FUTURE

Employers are looking for candidates with experience in their major. Your solution to meeting this requirement is to participate in hands-on learning experiences – at least one internship, clinical rotation, practicum or co-op assignment while you are in college. If you start early enough in your sophomore year, you have the opportunity to participate in two or three experience-building positions that will provide you with insight into your career field. You'll learn firsthand about the culture of your profession, as well as communication and interpersonal skills needed to succeed in your field. The great news about participating in one of these programs is the end result: many students are offered full-time positions with their employer. Imagine graduating with a job waiting for you!

What steps should you follow?

1. Apply! Most opportunities will require you to apply online through an organization website, career portal or Handshake
2. Interview for the position. Start by reviewing this Career Guide for the most up to date information on preparing for the interview process.
3. What happens once you are one the job? Be prepared for work each day, listen closely to leadership and be ready to learn. Earn the practical employment experience employers want to see on your resume!
4. Once you complete the opportunity, you will want to capture the experience and update your resume.

Taking part in an experiential education opportunity like an internship, practicum, clinical rotation or co-op can boost your knowledge of your chosen degree path. At times, it may also pay off financially.



Scan the code above to view our new Internship videos that covers all aspects of finding and preparing for an experiential assignment. As always, consult with the Center for Career Development on how we can assist you in this important piece of your professional development.

Attend a Co-op Meetup information session to find out what your next step is in securing your Experiential Education experience!

YOUR GUIDE TO COOPERATIVE EDUCATION

KNOW THE STEPS FOR ENROLLMENT

STEP 1



Attend a Co-op Meetup Information Session.
Dates are listed in Handshake Events.

STEP 2



Check your Co-op Eligibility and obtain your Career Readiness Certification.

STEP 3



Research in Handshake and attend job fairs to apply for Co-op Positions with employers.

STEP 4



Secure and accept your Co-op Position with your employer and verify your CPT Status, if needed.

STEP 5



Schedule your Co-op Orientation appointment with the Co-op Office to be enrolled.

VOLUNTEERING, SERVICE LEARNING AND COMMUNITY SERVICE



These experiences can be transferred to your resume and used by you during interviews to highlight skills such as teamwork, critical thinking, problem solving and/or communications. For a full understanding of how Volunteering, Services learning and Community Services add to your skillset please visit Tech's Student Engagement website at www.tntech.edu/engagement/index.

OTHER TYPES OF WORK EXPERIENCES NOT RELATED TO YOUR FIELD OF STUDY

OWNING YOUR OWN SMALL BUSINESS

Some students will have experiences where they performed work through running their own small business. These experiences can show initiative, leadership, customer service, organization and entrepreneurial skill among others. Examples may include yard businesses, auto repair, web services, dog or house sitting, babysitting, tutoring and others.

WORKING FOR YOUR FAMILY

Many Tech students' parents/guardians' own businesses and you may have performed work for your parents/guardians to assist them in running their business. These experiences can often be very valuable from a skill- building/experience standpoint and, in most cases, would be something you would include on your resume. These experiences do not have to be related to your field of study to be included on your resume but may be separated from "related" experiences like internships or cooperative education assignments.

*Please see the resume examples on pages 20 - 21 for examples.



WRITE AN EFFECTIVE RESUME

Your initial resume should be a well-organized, one-page summary demonstrating how you are qualified for a specific position. Accentuate your skills and experiences that most directly relate to the requirements of the position. Use concrete (strong) verbs and do your best to use language related to your field of study. Be honest. Your resume should communicate enough information for an employer to seek an interview. Omit personal pronouns (I, my, etc.), be succinct and don't get bogged down in details.

The following are the main components of a resume
(visual examples are provided on pages 20 – 21 of this guide):

Identifying Information

Include your name, address (optional), email and telephone number. Make sure your email address is professional, choose one mailing address (school or home) and ensure your voicemail is set up with an appropriate message.

Objective

Your objective represents the theme of your resume with the remaining information supporting your goal. Prepare a brief, clearly defined statement indicating the field or position in which you are interested. Include pertinent information: the position or area you are interested in and when you are available to begin.

Education

You do not need to list all of the colleges you attended, only those from which you received a degree. Do not include high school information.

Your university (including city and state), followed by your degree (most recent first), major and graduation date.

Include your GPA only if it is 2.75 or better. If your GPA is less than a 2.75, you may want to identify and share the GPA in your major (if it is over 2.75).

If you have worked during college, consider including the percentage of college expenses you paid for or the number of hours worked. Including a phrase such as "Worked 25 hours per week while in school to pay expenses." (this may offset a low GPA).

Skills

You may want to include a section that briefly summarizes any skills or qualifications you have gained from class projects, work experience, or extracurricular activities that relate to your objective.

Example: "Familiar with: Access, Visual Basic, C++" in comparison to "Proficient in: SQL, Microsoft Word, Excel, PowerPoint"

Experience

In a consistent manner, list your experience in reverse chronological order (most recent first). Experiences may include full-time or part-time employment, as well as summer jobs, volunteer work, internships and class projects.

Follow these Guidelines

You may separate your work experience into a “Related Experience” section or “Engineering Experience” as the example on page 20 shows. This might include internships, co-ops, summer jobs or even class projects such as senior design or capstone courses. Including your projects from classroom assignments is particularly important when you lack major related experience outside the classroom. Other, non-related to your major work experiences, can be separated into an “Other Work Experience” category (see example on page 20). As a rule, prioritize the inclusion of related experience over unrelated experience.

Honors and Activities

Honors: List any honors that indicate your strong academic abilities, honorary societies, scholarships, awards and dean’s list. Also include any honors related to character and/or community service.

Activities: Employers look for well-rounded individuals who involve themselves with extracurricular activities. Include both college and community activities. List offices, committees and responsibilities.

Generative AI in Career Development

In a recent Handshake poll, it was determined that approximately 50% of college students use Generative AI at least once per week. We know that students will be tempted to use different aspects of Generative AI in writing career related documents, such as cover letters and resumes. The Center for Career Development encourages students to learn to write these documents on your own and/or with limited usage of Generative AI. However, if you choose to leverage Generative AI to assist you in writing career related documents, use caution. Career Development suggests your close scrutiny when reviewing any AI enhanced career document to ensure everything your documents indicates about you and your skills and qualifications are verifiable. The tone and tenor of the letter also needs to reflect your experiences and be written in your voice

Using Generative AI to help you re-word or construct an experience into your cover letter or resume is likely a better use of Generative AI’s capabilities through their content suggestion tools. Many experts say the smart usage of AI generated content is as a tool you use to create a really great final product, not as a total replacement.

Critics of AI generated cover letter services indicate that one of the primary drawbacks of AI generated cover letters is a lack of personalization. In addition, without proper oversight of your document you run the risk of recruiters and hiring managers knowing your document was AI generated. In the future, AI detection devices will become more prevalent and precise.

Many sites exist that will assist you with writing AI generated content. Be careful when choosing an AI assist site and refrain from sites that charge money for subscriptions. As always, the Center for Career Development is here to assist you in writing any employment related documents you may need. To meet with one of our Career Professionals, login to Handshake and schedule an appointment – www.tntech.edu/career/handshake.

This header is super clean and easy to read

David Crenshaw

Add: Your Linked In profile

1212 Willow Avenue
Cookeville, TN 38505

www.linkedin.com/in/DC

931-840-1215

dcrenshaw@tntech.edu

OBJECTIVE:

Clearly stated objective, what you want and when!

To obtain an **internship** for **summer 2024** in a **marketing/social media or communications** related position that can utilize my formal education, training and skills in mass communication.

EDUCATION:

Tennessee Technological University
Bachelor of Science / Marketing
Minor / Communication

Cookeville, TN
May 2025
GPA: 3.5

Roane State Community College
Associate of Arts / Communication

Harriman, TN
May 2020

MARKETING EXPERIENCE:

Harriman Chamber of Commerce
Marketing Intern

- Conducted a needs survey to over **500 members** that received a **45% response rate**.
- Using **data analysis skills** compiled results and created a **12 page** report with graphs for the Chamber Member Chairperson utilizing EXCEL and Adobe Illustrator.
- Organized a membership drive campaign that led to **70 new member** registrations.

Good use of metrics to indicate accomplishment

Right hand margins are clean and in line. Only cities and dates

OTHER WORK EXPERIENCE:

Chambers and Johnson Law Firm
Front Desk Clerk

- Used **communication** skills to answer **5 line phone** system that averaged **20 calls per hour**
- Accurately took messages and made appointments for **4 attorneys**

Great use of NACE Competencies.

Oak Ridge, TN
2019-2020

ORGANIZATIONS and CAMPUS LEADERSHIP:

Kappa Sigma
Membership Chair

- Led and organized membership drive that culminated in a **7% increase** in membership over previous year.

Cookeville, TN
2020-Present

Tennessee Technological University
Gold Career Readiness Certification

- Program focused on NACE 8 career competencies such as leadership, teamwork, communication, technology, critical thinking and professionalism

Cookeville, TN
Fall 2023

VOLUNTEER EXPERIENCE:

Habitat for Humanity
Volunteer Carpenter

- Leveraged **teamwork and collaboration** skills in construction of multiple housing projects in East Tennessee, mostly focusing on framing and finish carpentry.

Various Cities
Summers 2020-Present

MARKETING SKILLS:

Adobe Photoshop and Illustrator; Canva; InDesign: social media platforms

Campus and community involvement looks just like a job

This header is super clean and easy to read

Steven Crenshaw

Add: Your linked in profile

1250 Willow Avenue
Cookeville, TN 38505

www.linkedin.com/in/PC/

931-840-1215
screnshaw@tntech.edu

OBJECTIVE:

To obtain a full time position for May 2024 in an Electrical Engineering capacity preferably in a power systems environment.

Clearly stated objective, what you want and when!

EDUCATION:

Tennessee Technological University
Bachelor of Science / Electrical Engineering
Minor / Criminology

Cookeville, TN
December 2024
GPA: 3.5

Roane State Community College
Associate of Science

Harriman, TN
May 2022

ELECTRICAL ENGINEERING RELATED EXPERIENCE:

House of Audio
Audio System Intern

- Conducted tests on capacitors and relays to identify out-of-specification performance levels based on product standards.
- Replaced faulty parts by soldering onto circuit board ensuring conductivity and testing with digital multimeter
- Used maximum performance indicator software, tone generators and schematics to successfully problem solve signal path issues

Good use of metrics to indicate accomplishment

Right hand margins are clean and in line. Only cities and dates

OTHER WORK EXPERIENCE:

Home Improvement Handyman
Part Time Laborer / Clerk

- Multi-tasked by answering a 3-line phone system that averaged 20 calls per hour while serving walk-in customers and scheduling appointments
- Installed lights, fans and other light duty electrical appliances for customers

Oak Ridge, TN
Summer 2021

ORGANIZATIONS and CAMPUS LEADERSHIP:

Kappa Sigma
Member

- Used teamwork, collaboration and event planning skills by volunteering for the membership drive that culminated in a 3% increase in membership over previous year.

Cookeville, TN
2021-2022

Tennessee Technological University
PURPLE Career Readiness Certification

Cookeville, TN
Fall 2023

Good mention of NACE Skill competencies

VOLUNTEER EXPERIENCE:

Habitat for Humanity
Volunteer Laborer

- Utilized team and problem solving skills by assisting in the construction of multiple housing projects mostly focusing on light duty electrical installations.

Various Cities
Summers 2021-Present

Volunteer section looks a lot like a job

COMPUTER and SOFTWARE SKILLS: C++, Java, Some Python, ADOBE, Google Docs, InDesign

This header is super clean and easy to read

Entry-level resume minimum experience

Patty Crenshaw

Add: Your linked in profile if you have one.

1250 Willow Avenue
Cookeville, TN 38505

www.linkedin.com/in/PC

931-840-1215
pcrenshaw@tntech.edu

OBJECTIVE:

To obtain an internship beginning in June 2024 in a computer science related area preferably in a cyber or data security area.

Clearly stated objective, what you want and when!

EDUCATION:

Tennessee Technological University
Bachelor of Science / Computer Science
Minor / Criminology
Freshman status

Education stresses college first, then degree type then major

Cookeville, TN
December 2026
GPA: 3.5

Set up right justification and put cities and dates here

COMPUTER and SOFTWARE SKILLS: Some C++, ADOBE, Google Docs, InDesign, Built 3 gaming computers from individual parts.

WORK EXPERIENCE:

Chick-fil-A
Cashier

- Multi-tasked by operating cash register while monitoring customer orders for accuracy
- Kept counter clean and point of purchase displays visible
- Attended and contributed to team and management meetings
- Consistently met sales and customer service goals

Oak Ridge, TN
Summers 2021-22

Bob's Putt-Putt and Games

Customer Service

- Operated cash register and accepted cash and credit transactions
- Informed customers of specials and rates
- Assisted with large parties and catered events.

Harriman, TN
Summer 2020

Clubs, groups or professional orgs comes next. Written like a job

ORGANIZATIONS and CAMPUS LEADERSHIP:

Kappa Sigma
Member

- Used teamwork, collaboration and event planning skills by volunteering for the membership drive that culminated in a 3% increase in membership over previous year.

Cookeville, TN
2023

Women in Cybersecurity

Student Member

Cookeville, TN
2023-Present

VOLUNTEER EXPERIENCE:

Habitat for Humanity
Volunteer Carpenter

- Utilized team and problem solving skills by assisting in the construction of multiple housing projects mostly focusing on framing and finish carpentry.

Various Cities
Summers 2021-Present

ADDITIONAL RESUME TIPS

Example: Instead of saying “made presentations”. Say “Utilized excellent presentation skills by incorporating data/graphs generated through Microsoft EXCEL to improve communication.”

Possible phrases or sentence ideas:

Designed a presentation that leveraged digital technology and oral presentation skills

Worked in a cross cultural environment of four international students to design a prototype

Collaborated in a team of engineers that used critical thinking and conflict resolution skills

Troubleshoot problems by using critical thinking, digital technology and listening skills

Showed leadership skills by volunteering to lead a team of students to examine a campus related issue.

Worked an entire summer internship with zero late days and absenteeism (work ethic)

Used Microsoft Access and Excel to design reports for increased clarity and usability (digital tech skills)

Worked in a 4 student marketing team that presented to student government proposing new parking guidelines (oral and written communication skills)

Direct Method

Indirect method

Words:

Engineered, designed, collaborated, team, researched, troubleshoot, created, built, cross- functional team, taught, supervised, trained, oversight, crafted, monitored, analyzed, led, demonstrated, sold, managed, marketed, assisted, participated, volunteered, responded

Use words and phrases that mimic the words and phrases from your profession. The more language you use that is familiar to the employer, the more comfortable they will be with you as a candidate.

TIPS FOR EXPERIENCED CANDIDATES

Graduates with five or more years in their career field will move away from the one-page resume with an objective to a two-page resume with a career profile or summary. A resume should never exceed two pages, no matter how many years of experience you may have. The experienced candidate will be ‘selling’ their experience versus their education. Thus, the education section of the resume will follow the professional experience category on the resume.

A career profile provides a quick summary of who you are as a professional. This is not a lengthy paragraph but is short and to the point. The idea is to gain an employer’s interest in this short snapshot of you, the business professional.

USE ACTION VERBS TO SHOW ACCOMPLISHMENT WITHIN YOUR RESUME

The following is a list of strong verbs that you may want to use in your resume. These words are action-oriented and represent skills areas beneficial to the prospective employer.

| | | | | | |
|----------------|---------------|----------------|--------------|---------------|--------------|
| accelerated | delegated | experimented | lectured | proofread | solved |
| accomplished | delivered | explained | led | proposed | spearheaded |
| achieved | demonstrated | explored | leveraged | proved | specialized |
| adapted | designated | extracted | licensed | provided | spoke |
| adjusted | designed | extrapolated | lightened | publicized | standardized |
| advocated | determined | fabricated | linked | purchased | strategized |
| allocated | developed | facilitated | located | queried | streamlined |
| analyzed | devised | fashioned | maintained | raised | strengthened |
| arranged | digitized | forecasted | managed | realized | structured |
| assembled | directed | formulated | manufactured | recommended | submitted |
| assessed | disbursed | founded | marketed | reconciled | suggested |
| audited | discovered | gathered | mastered | recorded | summarized |
| balanced | dispatched | generated | measured | recruited | supervised |
| briefed | distinguished | graded | mediated | rectified | supplemented |
| budgeted | distributed | guided | mentored | reduced | supported |
| built | diversified | handled | modeled | referred | surpassed |
| calculated | documented | hired | moderated | refined | surveyed |
| catalogued | drafted | identified | modified | regarded | sustained |
| charted | earned | illustrated | monitored | regulated | synthesized |
| checked | eased | implemented | motivated | rehabilitated | systematized |
| clarified | edited | improved | navigated | reinforced | tabulated |
| classified | educated | improvised | negotiated | rejuvenated | tailored |
| coached | elicited | increased | observed | related | taught |
| coded | eliminated | indexed | obtained | relieved | tested |
| collaborated | employed | individualized | operated | remedied | traced |
| compared | empowered | influenced | ordered | remodeled | tracked |
| compiled | enabled | informed | organized | reorganized | trained |
| completed | encouraged | initiated | overhauled | repaired | transacted |
| composed | endorsed | innovated | oversaw | reported | transferred |
| computed | enforced | inspected | participated | represented | transformed |
| conceptualized | engineered | inspired | partnered | researched | translated |
| conducted | enhanced | installed | performed | resolved | tutored |
| consolidated | enlarged | instituted | persuaded | restored | uncovered |
| consulted | enlisted | instructed | planned | revamped | unified |
| contributed | enumerated | integrated | predicted | reviewed | updated |
| converted | envisioned | interpreted | prepared | revitalized | upgraded |
| coordinated | established | interviewed | presented | saved | utilized |
| correlated | estimated | introduced | printed | scheduled | validated |
| counselled | evaluated | invented | prioritized | screened | valued |
| created | examined | investigated | processed | selected | verified |
| critiqued | executed | involved | procured | served | visualized |
| customized | exhibited | judged | produced | shaped | volunteered |
| deduced | expanded | justified | programmed | simulated | worked |
| defined | expedited | launched | projected | sketched | wrote |

CREATE A REFERENCE LIST

It is important to identify three to four professional references before you begin the application process. Professional references are individuals who have the ability to speak (in a positive manner!) about your work ethic. Appropriate references include professors or previous supervisors. Make sure that the reference: 1) knows you and your work ethic; 2) will say positive things regarding your work history, skills, knowledge and abilities; and 3) you have ASKED their permission to be listed as a reference.

If the individual says they will be a reference, give them an idea of the companies who may be calling and which position(s) you are considering. In addition, it is a good idea to let the reference know what skills the employer is seeking so that the reference has the opportunity to speak favorably about those skills to the employer.

REFERENCES AND YOUR RESUME

In the past, professionals included their references on their resume. Today, references are NOT included on the resume. Simply have your reference information listed on a separate sheet of paper ready to give to an employer when they request it. Bring your reference sheet to the interview in case the employer requests the information at that time.

Information to Include:

- ✓ Name
- ✓ Title
- ✓ Company
- ✓ Address
- ✓ Phone number
- ✓ Email address

George B. Student

References

John Q. Smith

VP Engineering
Domtar Automotive
1515 TTU Drive
Cookeville, TN 38505
931-372-3232
johnqsmith@tntech.eagles.com

Martha Stuart

Sales Supervisor
V-tech
1515 N. George St.
McMinnville, TN 38505
931-372-3232
marthas@vtech.eagles.com

Dr. Joann Johns

Professor of Engineering
Tennessee Technological University
Box 5021
Cookeville, TN 38501
931-372-3104
jj@tntech.com

COMPOSE PROFESSIONAL COVER LETTERS

A cover letter, when asked for, accompanies your resume. It should market your qualifications and communicate your skills, accomplishments and potential to the employer. It should also highlight experiences most relevant to the job/employer. It is not a repeat of your resume but, rather, a short introduction of you that captures an employer's interest to encourage them to read your resume.

| |
|---|
| <p>Your Name Your Address City, State Zip Code</p> <p>Date</p> <p>Contact's Name Title Company Name Address City, State Zip Code</p> <p>Dear Mr./Ms. (Contact's Last name):</p> <p>Your opening paragraph should arouse interest on the part of the reader. Tell why you are writing the letter.</p> <p>Your middle paragraph should create desire. Give details of your background that will show the reader why you should be considered as a candidate. Be as specific as possible about how your skills match up with the job for which you are applying. Consult the job description for this portion of the letter. Refer the reader to your general qualifications on your enclosed resume or other material.</p> <p>Provide information to show your specific interest in this company.</p> <p>In your closing paragraph, ask for action. A positive request is harder to ignore than a vague hope.</p> <p>Sincerely,</p> <p><i>Your Handwritten Signature</i></p> <p>Your typed name</p> |
|---|

| |
|---|
| <p>George B. Student 5021 University Road Cookeville, TN 38505</p> <p>April 1, 2023</p> <p>Mr. Michael Alexander Director of Human Resources ABC Retailing 123 Main Street Townsville, IN 55555</p> <p>Dear Mr. Alexander</p> <p>I am applying for the Web Developer position that was advertised with Tennessee Tech University's Career Center this week.</p> <p>Your position requires skills in various types of programming and software used in web development. My academic program in computer studies emphasized C, C++, Visual Basic and SQL. In addition, I have extensive experience in using several web development software packages, including Adobe Illustrator. My experience as a department computer consultant gave me exposure to both PC and Mac platforms. Additionally, I worked as a summer intern in computing operations at the Herald Citizen. My enclosed resume provides more details on my qualifications.</p> <p>My background and career goals match your job requirements well. I am confident that I can make a strong contribution to ABC company, which has an excellent reputation in the financial technology industry. I welcome the opportunity to discuss my qualifications with you in greater detail. You may reach me at 931-372-3232 or gbstudent@gmail.com.</p> <p>Thank you, and I look forward to speaking with you in the near future.</p> <p>Sincerely,</p> <p><i>George B. Student</i></p> <p>George B. Student</p> |
|---|

TIPS FOR PREPARING YOUR COVER LETTER:

- Leave 1" margins on all sides
- Use SPELLCHECK
- Always enclose a cover letter when mailing your resume or applying online
- Your cover letter should be brief, usually one page
- Always address your cover letter to a real person when possible
- If not possible use Dear Human Resources, Dear Advertiser or Dear Employer
- You may adapt your cover letter to accompany your resume via email, follow the same guidelines

Example of a Professional Cover Letter

May 10th, 2022

Dated and inside address

Webco, Inc.
1300 North Washington Blvd.
Bensonville, TX 10900

Dear Mr. Alexander:

Try and address to someone specific otherwise use non-gender specific terms like Dear Human Resources

Always indicate where you found out about the job.

I am applying for the Web Developer position with Webco that was advertised on Tennessee Technological University's Handshake System. As a Computer Science major graduating in May 2023, the position is perfectly suited for my skills, training and education level.

According to your listing, your position requires skills in various types of programming and software used in web development. My academic program in computer science emphasized C, C++, Visual Basic, and SQL. In addition, I have extensive experience in using several web development software packages, including Adobe Illustrator. I was very encouraged to see your listing was particularly interested in candidates with Adobe Illustrator skills! In addition, my experience as a department computer consultant gave me exposure to both PC and Mac platforms both of which were mentioned by Webco as important qualifications. Additionally, I worked as a summer intern in computing operations at the Herald Citizen. My enclosed resume provides more details on my qualifications.

Connect what they want directly with your skillsets

My background and career goals match your job requirements well. I am confident that I can make a strong contribution to Webco, which has an excellent reputation in the technology industry. I welcome the opportunity to discuss my qualifications with you in greater detail. You may reach me at 931-372-1965 or gbstudent@gmail.com

Close the letter with a positive statement about meeting to discuss the opportunity further!

Thank you, and I look forward to speaking with you in the near future.

Sincerely,

Jason Johnson

Jason Johnson
931-372-1965

Signature and contact information. Make it easy for the employer to contact you immediately after reading your letter!



THANK YOU LETTER

A thank you letter or note should be sent after every interview. This is your last chance to make a great impression before an employer decides whether to extend you a job offer. While handwritten thank you notes can be viewed as more personal, they may require mailing. Employers often make a hiring decision within 24 hours, so you may consider a thank you email instead to ensure the thank you arrives in time to be to your benefit.

Dear Mr./Ms. (Interviewer's last name):

In the first paragraph, state when and where you had your interview and thank the interviewer for his or her time. Reaffirm your interest in the organization.

In the second paragraph, mention something that particularly appeals to you about working for them and reinforce a point or two in support of your application.

If, after the interview, you thought of something you wish you had said, you can address it in the third paragraph of the letter. You can also restate your understanding of the next steps in the hiring process.

In the last paragraph, thank the employer for considering your application and ask for further communication.

Sincerely,

Your Handwritten Signature

Your typed name

Dear Ms. Chastain:

Thank you for meeting with me on Thursday, August 8, to discuss the position of copywriter at Modern Advertising, Inc. I was quite impressed with the enthusiasm you displayed for your company's future and the helpfulness of your office personnel. Learning about Modern's present media campaign for the Pennsylvania Sausage Company was exciting and demonstrated your creative approach to advertising. Modern Advertising is a company with which I want to be associated.

Your description of the special qualifications needed for this position was especially interesting. My ability to work under pressure and meet tight deadlines has already been proven in the advertising position I held with the Slippery Rock Rocket. As I stated at our meeting, I enjoyed the challenge of a competitive environment in which success was based on achievement. Since our meeting I have received the College Reporter's Award for an article of mine published in the Rocket. This is my first national award, and I am quite encouraged by this approval of my work.

Thank you again for considering me for the position of copywriter. I look forward to hearing from you soon.

Sincerely,

George B. Student

George B. Student



NETWORK: TAP INTO THE HIDDEN JOB MARKET

What is Networking?

Networking means using personal and professional contacts to help you become aware of positions that may be open within a variety of organizations. The people in your network may be able to refer you to organizations that are currently hiring or even help you to get interviews or actual job offers.

Who's in Your Network?

As a college student, you may think that you have no contacts who can help, but everyone you know has the potential to be a useful contact in your job search. Be inclusive when you decide who is a member of your network!

Consider starting with:

- Relatives, friends, acquaintances, classmates or alumni from your university and teammates
- Former teachers and faculty
- Supervisors and co-workers
- Colleagues from professional organizations and religious groups

Develop a Tracking System

Develop a method to track each phone call, letter, email, interview and follow-up.

Be Professional

When speaking to a contact to whom you have been referred, mention the name of the person who referred you early in the conversation. Be professional and courteous. Most people are willing to share information because they like to help others and/or they want to stay “well-connected.”

Return the Favor

Remember that networking is a two-way street. You are developing a network of people to help you, and you should expect to return the favor.

You might do the following:

- Send an article on a topic of mutual interest.
- Offer to treat them to lunch.
- Send a simple thank you note to individuals who have been particularly helpful. When your job search is concluded, let them know you have obtained a position.

LIVE WINGS UP

SELFIE STATION



LEVERAGE SOCIAL MEDIA TO NETWORK AND CREATE A PROFESSIONAL ONLINE PRESENCE



LinkedIn

Dubbed the 'professional' social networking site, LinkedIn lets users set up a profile that focuses on work experience and skills. Details include current employment, past jobs, special skills and projects and professional recommendations. The site fosters networking through 'connections.' Members link up by asking co-workers and friends to join their professional network. Once a connection is established, users can view their colleague's profile and browse their connections to find other professional networks to join.



Facebook

Designed to keep you connected with your friends, Facebook may not be the best platform for providing you with new job opportunities. You can bet that employers will be checking you out on Facebook to see what kind of online 'face' you present to others. Check your wall and photos for anything that might negatively impact a first impression. Also, search Facebook for employers and like the pages of organizations for which you are interested in working to follow company updates.



X

Sometimes it's great to be a follower. X allows you to receive quick information about a topic, interest, or what's going on at a company. Create a X account and search for interest areas and companies to follow.

RESEARCH EMPLOYERS OF INTEREST

Discover employers that regularly hire those in your chosen career field.
Prepare for interviews and gain a competitive edge over the competition.

What Do You Need to Know About an Employer?

At a minimum, make sure that you are familiar with the following aspects of an employer:

- Name, location(s), years in operation, year established
- Product lines and/or services
- Parent company and/or subsidiaries
- Financial picture of organization, assets, stock picture, recent mergers
- Unique initiatives that may set an employer apart from others in a positive way
- Major competitors
- Growth history
- Career possibilities

WHERE CAN YOU FIND INFORMATION ABOUT AN EMPLOYER?

Career Guide

This Career Guide is an excellent resource for you to research organizations that are actively recruiting Tennessee Tech students and alumni! Take time to review the advertisements that these recruiters have placed in your Career Guide, as well as the list of recruiting employers at the end of the Career Guide.

The Internet

There are numerous places on the Internet that contain employer information. Begin with the company's own website. Sites such as Glassdoor are also good resources. Try www.tntech.edu/career/students/links.php

Online Directories

These resources may provide information about an organization's products or services, number of employees, principal executives and history.

- Handshake connects you with organizations who conduct on-campus interviews, attend career fairs and post jobs at Tennessee Tech.
- Dun & Bradstreet Business Information Reports: www.dnb.com
- Moody's Manual: www.moody.com
- ReferenceUSA: www.referenceusa.com

CHOOSE THE RIGHT OPPORTUNITY FOR YOU

There are a number of factors to consider when determining whether you accept a position. While salary is an important factor, be sure you weigh your starting salary against the salary potential of the position and against the cost of living in the geographical area where you plan to live. In addition, consider these factors:

Job/Employer-Related Factors

- Potential for career advancement
- Work schedule (traditional 8 a.m. – 5 p.m. or flexible hours)
- Bonus or commission plans
- Benefits such as profit sharing, 401K, insurance, etc.
- Travel
- Reputation and stability of employer
- Size of employer, type of employer

Geographic/Lifestyle Factors

- Geographic location
- Climate
- Social life for singles, couples or family
- Commute to work
- Availability of suitable housing
- Size and type of community (suburban, metropolitan, rural)

Share News of Your Success

Once you accept a job offer, use your Handshake account to notify us. This lets us know you have accepted employment and are no longer seeking career opportunities at this time. Remember as a Tennessee Tech alumnus, you have access to Center for Career Development services and resources throughout your career.

Make the Most of Your New Opportunity

Whether in your first professional job as a new graduate or a part-time on-campus job while you're still in school, you must get started on the right foot to ensure success. The following tips can help you to excel and avoid some of the common pitfalls of being the "new kid on the block."

- Be a dependable employee.
- Seek out new challenges and do more than is expected.
- Establish mutually agreed upon goals with your supervisors.
- Don't be afraid to ask questions and seek help when needed.
- Learn the corporate culture of your organization and be willing to adapt.
- Develop and utilize strong verbal and written communication skills.
- Cultivate positive working relationships with your coworkers.
- Don't be afraid to contribute new ideas to a project.
- Seek out mentors who can be a source of support during challenging times.



MAKE A CAREER FAIR WORK FOR YOU

Career Fairs are an important way to make in-person contact with organizations already of interest to you and apply to other companies you may discover at the fair. Here are some tips to make career fairs work for you.

LEARN WHO'S COMING AHEAD OF TIME

- You can see the list of companies that have registered with your Handshake account.
- Narrow the list of participating employers by using the filter on majors. This will eliminate companies that are not seeking students with your major at this time. You can also filter by internship, full-time job and cooperative education.

DEVELOP A WINNING ONE-MINUTE COMMERCIAL

- To make a great first impression when meeting recruiters, develop a winning elevator pitch. This commercial is a verbal summary of your background, achievements and career interests.
- Politely introduce yourself (name, major, when you graduate) – remember to smile.
- Demonstrate your knowledge of the company and the industry.
- Explain what you can offer by highlighting your experiences and skills (previous internships, etc.).
- Express your interest in learning more about the company by asking a direct question.

DRESS THE PART

- The first impression you create is critical, so dress in conservative, professionally tailored, well-pressed clothing. How you look will play a big part in determining employer interest.



ARRIVE EARLY AND PLAN TO STAY LATE

- Make sure the employer knows that they are #1 on your list.
- Then follow through with other employers that you like.
- Use the balance of the day to visit other organizations that are less familiar but still interesting.

TAKE THE RIGHT THINGS WITH YOU

- Bring enough resumes to circulate, an attractive pen and a pad of paper in a professional padfolio.
- Bring a list of references as well – just in case someone asks for them. Always remember that you need to tell your references that they are on your list and that they may be contacted by employers.

KNOW WHAT YOU ARE GOING TO ASK

- Try to have one or two questions in mind for each employer.
- The questions should reflect the research you have done on the employer and your interest.

LEARN WHAT'S GOING TO HAPPEN NEXT

- While recruiters enjoy getting to know you at career fairs, some companies will require you to apply online rather than taking your resume in person. Try not to get frustrated – the company's recruiters had the chance to meet you and discuss your qualifications. They will remember you when they review your application.
- As you leave each employer, learn what happens next and what, if anything, you should do to advance your candidacy.

FOLLOW-UP

- If there is any follow-up work necessary in the form of thank-you letters, reference letters, or other materials to be sent, be sure to complete it within 24 hours.



DRESS PROFESSIONALLY TO MAKE A GREAT FIRST IMPRESSION

The way you dress has an effect on the company or interviewer's initial impression of you. Follow the guidelines below for dressing for an interview.

Tips for Making a Great First Impression

- A suit, in black, navy or gray, is a safe choice. Khaki, twill, or cotton pants or skirts may also be suitable.
- Suit jackets, solid or patterned, may be paired with appropriate pants mentioned above.
- Clothing should fit well and be cleaned and pressed.
- Dress shirts and tops should not have prominent brand logos. Do not wear polos with embroidered business logos.
- Avoid “flashy” apparel and jewelry.
- Closed-top dress shoes should be polished and in good condition without any scuff marks. No sneakers or open-toed shoes.
- Hair and facial hair should be neatly styled, nails cleaned, and makeup natural-style, if used. Avoid cologne, perfume or body sprays.
- Turn off your cell phone and place it in your pants or jacket pocket.

Have Your Documents Handy

Carry a padfolio with your questions written in advance. It is a good idea to include additional copies of your resume, reference list and a quality pen.

Keep It Simple

Do not bring gum, tablets, earbuds, coffee or soda into your interview. Avoid having keys or coins in your pocket so they do not rattle when you walk in or while sitting. Do not bring a backpack; however, if you must bring a backpack, keep it light, clean and orderly so it may be placed to the side.

Arrive 10 Minutes Early

It is critical that you arrive on time to an interview. Arriving late to an interview not only wastes the interviewer's time, but also sends the message that you are not serious about your job search or about keeping commitments. Do not arrive too early – this puts undue pressure on an interviewer to begin your interview ahead of schedule.

ACE THE INTERVIEW

An interview is required for 99% of the job opportunities available. Therefore, effective interviewing skills are a must! Others will be competing with you to obtain the same position. It is critical to not only convince an employer that you can do the job, but that you can do the job better than the other candidates competing for the same position. Here are the steps you can take before, during and after an interview to help place you ahead of the competition and ease your fears about interviewing.

UNDERSTAND WHAT EMPLOYERS LOOK FOR IN FUTURE EMPLOYEES:

Interview Preparation/Knowledge of Employer:

- Are you knowledgeable about the employer and the industry?

Self-Confidence/Verbal Communication Skills:

- Do you have the ability to listen effectively, verbalize your thoughts clearly and express yourself confidently?

Goals/Motivation:

- Do you demonstrate an interest in the employer and a desire to work hard and succeed?
- Are you a good fit with the company's overall workplace culture?

Qualifications:

- Can you relate your academic program, skills gained through prior work or internship experience to the needs of an employer?

Research the Employer:

- It is important that you research an employer so you can relate your abilities to the needs of the employer. By doing your homework, you will show an employer that you are interested in the employer and the position.

Be Prepared to Answer and Ask Questions:

- Interviewing.com allows you to conduct a practice interview using a webcam to enhance your job interviewing skills and develop an edge over the competition. See the website for more information.

Need More Advice?

Check out Career Spots advice videos for more tips!
www.tntech.edu/career/students/advice-videos.php



VIRTUAL INTERVIEW GUIDE

Students preparing to meet employers online will definitely want to practice their interview skills virtually. Researching the employer and preparing to answer interview questions remain similar to face-to-face interviews. Students should still practice their introduction or elevator speech. However, preparing for a virtual interview is very different. Whatever you are interviewing for, familiarize yourself with being on camera.

1

Think about your environment. You'll want to experiment with what will be "in the frame" that the employer will see when you connect with them. The background should be appealing and appear level as if you were face to face with the employer. You shouldn't be looking down or up to the employer. Be careful of being too close or too far from the camera. Think head and shoulders is about right.

2

Still dress for success! You'll want to honor the occasion of the interview by wearing business professional clothing. The goal during any type of interview is to project the best professional image possible.

3

Practice making eye contact by looking into the camera. Be aware of distracting movements by focusing on sitting up straight and keep potential distractions at a minimum (your smart phone, animals, music or any other potential noise interruptions).

4

Be aware of lighting. Bright background lights or glare from a window can cast unfavorable light making you hard for the employer to see. Try and solve those issues ahead of time by doing number 5 below.

5

Test your technology. Along with lighting and background, make sure your camera and sound are working properly ahead of your scheduled interview.

6

Follow-up. Similar to face-to-face interviews, you'll want to be sure to get the employers name, title and contact information so you can follow-up with an appropriate note of thanks and appreciation for the opportunity to interview.

Do:

- Be enthusiastic and courteous.
- Be aware of your non-verbal behavior such as eye contact, handshake and hand gestures.
- Convey interest and knowledge in the position and company.
- Avoid the use of non-sentences such as umm, uh, ya know, well and yeah.
- Always present the best of your qualifications, including awards, accomplishments and results.
- Listen to the questions carefully and give clear, concise and thoughtful answers.
- At the close of the interview, establish a date for your next communication.

Don't:

- Address the interviewer by his/her first name unless invited to do so.
- Let the employer's casual approach fool you, maintain a professional image.
- Dominate the interview or appear arrogant.
- Criticize yourself or discuss your personal problems.
- Speak or act in a nervous manner.
- Ask questions that the interviewer has already answered.
- Interrupt when the interviewer is talking.
- Bring up negative information about past jobs, co-workers or former employers.

www.tntech.edu/career/students/

Interviewing.com provides you the ability to practice on-camera interviewing while being asked real world interview questions. Webcam and sound are necessary. Try it today!



INTERVIEW QUESTIONS TO ASK AND ANTICIPATE

To Ask:

- Please describe a typical day on the job.
- What do you see as the greatest challenge in this position?
- What personal qualities, skills, or experience would help someone do well in this position?
- What are the company's plans for future growth?
- How do you view this organization as a place to work?
- What are the typical career paths? What are realistic timeframes for advancement?
- How are employees evaluated and promoted?
- How much contact and exposure to management would I have?
- What type of training program do you offer new employees?
- How much freedom and responsibility is given to new employees?
- Can you explain the performance review process?
- What is the retention rate of people in this position?
- What opportunities exist for professional growth and development?
- What makes your organization different from your competitors?
- Are co-op, internship, or summer positions available?

To Anticipate:

- Tell me about yourself?
- What are your short-term and long-term career goals and how do you plan to achieve them?
- What are the most important rewards you expect in your career?
- What do you consider to be your greatest strengths and weaknesses?
- How has your college experience prepared you for a career?
- What motivates you to put forth your greatest effort?
- In what ways do you think you can contribute to our organization?
- What do you know about our organization?
- Why do you want to obtain a position at our organization?
- Why did you choose the career for which you are preparing?
- Why should I hire you?
- What qualifications do you have that make you think you will be successful?
- What do you REALLY want to do in life?
- What do you think it takes to be successful in an organization like ours?
- How would you define the word "success"?
- What qualities should a successful manager possess?
- Do you have a geographical preference? Are you willing to relocate?

BEHAVIORAL INTERVIEW QUESTIONS

Behavioral interviews are very probing in nature and based on the concept of “predictable future behavior.” In other words, what you have done in the past strongly suggests what you will do in the future. Many employers now use this method for interviewing candidates.

The **STAR(L)** method to answer behavioral interview questions:

Situation: Describe the event or situation. This provides context for the interviewer.

Task: Explain the task or project you were required to complete.

Action: Describe specific actions, including troubleshooting issues, you took to complete the task.

Result: Explain the end result. Was your project successful? How do you know? If it was not, what did you learn from it that you can apply to future projects?

Learned: Mention what you learned from the STAR experience.

Sample Behavioral Interview Questions

- How have you demonstrated initiative?
- How have you motivated yourself to complete an assignment or task that you did not want to do?
- Think about a difficult boss, professor or other person. What made him or her difficult? How did you successfully interact with this person?
- Think about a complex project or assignment you have been given. What approach did you take to complete it?
- Tell me about the riskiest decision that you have made.
- Can you tell me about an occasion where you needed to work with a group to get a job done?
- Describe when you or a group that you were a part of were in danger of missing a deadline. What did you do?
- Tell me about a time when you worked with a person who did things very differently from you. How did you get the job done?
- Describe your three greatest accomplishments to date.
- Tell me about a situation when you had to learn something new in a short time. How did you proceed?
- Tell me about a challenge that you successfully met.
- Walk me through a situation where you had to do research and analyze the results for one of your classes.
- What leadership positions have you held? Describe your leadership style.
- Have you generated any new ideas or suggestions while at school or at work?
- Summarize a situation where you successfully persuaded others to do something or to see your point of view.
- Give an example of when your persistence had the biggest payoff.
- Describe a situation where class assignments and work or personal activities conflicted. How did you prioritize? How did you manage your time? What was the outcome?
- How have you most constructively dealt with disappointment and turned it into a learning experience?
- Describe a situation in which you effectively developed a solution to a problem by combining different perspectives or approaches.

EMPLOYERS RECRUITING AT TENNESSEE TECH

The employers listed below participated in on-campus recruiting, networking sessions or career fairs over the last year. **Green** denotes Cooperative Education (Co-op) Employers.

21st Mortgage Corporation

620 Pelham Inc

Academy Sports+Outdoors

Ace Electric, Inc.

Adtran

Advanced Composites, Inc.

Advanced Testing Co., Inc.

Air Force Civilian Service

Allan Myers

AllianceBernstein

Altec Industries

Anderson County Schools

Arconic Corp

ARCS Aviation

Ardurra

Aristocrat Technologies, Inc.

Artics

ASSA ABLOY Opening Solutions

ATC Automation

Atmus Filtration Technologies

Automation nth

Averitt Express

Aviagen, Inc.

Aviation and Missile Solutions, LLC.

Axle Logistics

Barge Civil Associates, LLC

Barge Design Solutions, Inc.

Barnhart Crane and Rigging

Barnhart Energy Company

BAE Systems

BASF

Bechtel

Bedford County Dept of Education

BELL Construction Company, LLC

Benesch

Bennett & Pless, Inc.

BL Companies

Blackman High School

Blalock Companies

Bledsoe County Schools - TN

Blount County Schools

BlueOval SK, LLC

Bohler

Bonitron Inc.

Bonnell Aluminum

Bowen Engineering Corporation

Bowman

Bridgestone Americas Manufacturing

Bristol Tennessee Essential Services

Building & Earth Sciences

Burns Engineering Inc.

BWX Technologies, Inc.

Cal-Maine Foods, Inc.

Camp Nakanawa for Girls, Inc.

Camp Timber Tops

Cannon & Cannon, Inc.

Cannon County Board of Education

Cardinal Glass Industries

Caterpillar Financial

Caterpillar Inc.

CDPC Sales Team

Ceco Concrete Construction

CGI
 Chad Stewart & Associates, Inc.
 Charter One
 Chastain-Skillman, Inc.
 Chattanooga Girls Leadership Academy
 Chism Automation
 Cintas Corporation
 City Brewing Company, LLC
 City of Cookeville
 City of Knoxville, TN
 City of Tuscaloosa
 Civil & Environmental Consultants, Inc. (CEC)
 Clarksville-Montgomery County School System
 Clayton Homes
 Cleary Construction Inc
 Clinton City Schools
 Clyde York 4-H Center
CMTA, Inc.
 Collier Engineering Co. Inc.
 Colliers Engineering & Design
Colortech
Commercial Vehicle Group (CVG)
 Community Options, Inc.
 Connico Inc.
 Consolidated Nuclear Security, LLC
 Consor Engineers
 Constellium - Rolled Products
 Construction Enterprises, Inc.
 Cookeville Regional Medical Center
 Cooper Steel Fabricators
 Covenant Health
 Crawford, Murphy & Tilly, Inc. (CMT)
 Crossville, Inc.
 Crunk Engineering LLC
 CSDG
 CSR Engineering Inc

Cumberland County Schools
Cummins, Inc.
 DeKalb County High School
 DeKalb County School District
 DelMonaco Winery & Vineyards
 Denham-Blythe
DENSO
 Design and Engineering, Inc.
 Dickson County Schools
 Dodge Industrial, Inc.
Dometic
 Duracell
 Dynamic Structures and Materials
 Dynetics
 E Solutions for Buildings, LLC
Easton Corp.
Eastman
 EBZ SysTec, Inc
 Electric Power Research Institute
 Emerald Youth Foundation
Emerson CRS
 Energy Land & Infrastructure, LLC
 EnerNex
 Enfinity Engineering
 Engineering Solutions
 Enterprise Mobility
Envision AESC
 Envision Advantage, LLC
EOSYS
 Erlanger Health
 ERMCO-ECI
 Etowah City Schools
 Evonik
 Faithway Alliance
 Farm Credit Mid-America
 Farmer Morgan

Farnsworth Group

Fast Enterprises, LLC

Fastenal Company

First United Methodist Church - Cookeville, TN

Ford Motor Company

Forsyth County Schools

Franklin County School System

Franklin Special School District

Furman University

Fusion Tools, Inc.

Garney Construction

Garver

Garza EMC, LLC

Gate Precast Company

GE Appliances, a Haier company

GE Electric

General Mills

Geodis

Gerdau

GLOBAL BEHAVIOR EDUCATION ALLIANCE, LLC

Goodwyn Mills Cawood

Gränges Americas

Great Lakes Cheese

Green Dot Public Schools - Tennessee

Greenheck Group

GreenLID Design

Gresham Smith

Griggs and Maloney, Inc

Hamblen County Department of Education

Hamilton County Schools

Haren Construction

Hayward Industries, Inc

Hazen and Sawyer

HBD Industries

HCA Healthcare

HDR, Inc.

Head Steel Service, Inc.

Helena Agri-Enterprises, LLC

Henderson Engineers, Inc

Hensel Phelps

HNTB Corporation

Hoffman & Hoffman, Inc.

Hood Container Corp.

Hormann Group, NA

Hutchinson Fluid Management Systems

I.C. Thomasson Associates, Inc.

IERUS Technologies, Inc.

InfoWorks, Inc.

Infineon Technologies

Ingram Civil Engineering Group, LLC

Integration Engineering, PLLC

Integration Innovation, Inc.

Internal Revenue Service

International Fire Protection Inc.

iteach

J Cumby Construction

J. R. Wauford & Company Consulting
Engineers, Inc.

Jackson County Schools (TN)

Jackson Energy Authority

Jacobs

JMP Equipment Company

Johnson Controls

Joint Warfare Analysis Center

JONES BROS CONTRACTORS, LLC

JR Butler

JTEKT North America Corporation

Jupiter Technologies

Katy ISD

KCI Technologies, Inc.

Keller North America, Inc.

Kimley-Horn

| | |
|---|--|
| Kingsport City Schools | Mental Health Cooperative |
| KIPP Nashville | Mesa Associates Inc |
| Knox County Schools | Messer Construction Co. |
| Knoxville Utilities Board | Metropolitan Nashville Police Department |
| Kohl's | Metropolitan Nashville Public Schools (TN) |
| Komatsu | Mid-East Community Action Agency |
| L. I. Smith & Associates, Inc. | Missile and Space Intelligence Center |
| Lamb Weston | Modern Woodmen of America |
| Landscape Workshop | Morley |
| LANXESS Corporation | Mullins Mechanical |
| LDA Engineering | Murfreesboro City Schools |
| LEAD Public Schools | Murfreesboro Police Department |
| Lebanon Special School District | Nashville Electric Service |
| Lhoist North America | Nashville International Airport |
| Lincoln Memorial University - School of Business | National Aerospace Solutions, LLC |
| Lithko Contracting | National HealthCare Corporation |
| LJA Engineering | Naval Surface Warfare Center Dahlgren Division (NSWCDD) |
| Lochinvar, LLC | Neel-Schaffer, Inc |
| Logan Aluminum | Network Solutions Group llc |
| Longenecker & Associates | Newell Brands |
| Lose Design | Newton County School System |
| Loudon County School | Nissan North America |
| Macon County Schools - TN | Noble Education Initiative, Inc. |
| Madison County School System | Northwestern Mutual - Middle & East Tennessee |
| Mahle | NTT DATA |
| Marathon Petroleum | Oak Ridge National Lab - Cyber Resilience and Intelligence Division |
| Marion County Dept. of Education | Oak Ridge National Laboratory |
| Martin Marietta | OHM Advisors |
| Mattern & Craig, Inc. | OMNIA Partners |
| Marvin Windows | Overton County Schools |
| McGill Associates, PA | Packaging Corporation of America |
| McNabb Center | Palmer Engineering |
| Medxcel | Patterson & Dewar Engineers, Inc. |
| Little Monster, Inc. | Peace Corps |
| Memphis School of Excellence | |

Penske Truck Leasing

PepsiCo

Perdue Farms

Pictsweet

Porsche Cars NA

Powerex

Precision Coils

Prime Controls

Primera Engineers, Ltd.

Primient Inc.

Pro2Serve

Protomet Corporation

Proton Power

Putnam County Board of Education

Putnam County Sheriff's Office

Quality Manufacturing Systems, Inc.

RaganSmith

Raymond James Financial

Ready Set Grow Formals

Republic Finance

Reynolds Construction, LLC

RK&K

Roane County Schools

Robertson County Schools

Robins AFB - 402d Software Engineering Group

Robotic Technologies of Tennessee, LLC

Rockdale County Public Schools

Rogers Group Inc.

Rutherford County Schools (TN)

S&ME, Inc

SAIC

Sain Associates

Sargent & Lundy

Savannah River Nuclear Solutions, LLC

Schnabel Engineering, Inc.

Schweitzer Engineering Laboratories

SCI Technology, Inc.

Shaw Industries

Siemens Healthineers

SHIROKI North America, Inc.

Silver Angels of Tennessee, LLC

Simple Logistics Solutions or SiLo

SiteOne Landscape Supply

Skanska

SL Tennessee

Smith County Board of Education

Snap-on Incorporated

Solvay

Sonoco Products Company

Southern Building Group, Inc.

Southwestern Advantage

Spring Automation

SSR, Inc.

Stansell Electric Company, Inc.

Stantec

State of Tennessee Treasury Department

Stonecom Radio

Strata-G, LLC

STV

Target

Tektronix

Tenneco

Tennessee Department of Children's Services

Tennessee Department of Environment
and Conservation

Tennessee Department of Transportation

Tennessee Farmers Cooperative

Tennessee General Assembly

TENNESSEE HIGHWAY PATROL

Tennessee Tech University - Division of
Student Affairs

Tennessee Tech University Athletics

Tennessee Tech University Communications and Marketing

Tennessee Tech University Graduate Studies

Tennessee Tech University New Student and Family Programs

Tennessee Tech University Undergraduate Admissions

Tennessee Valley Authority (TVA)

Tennessee Valley Authority- Office of the Inspector General

Tesla, Inc.

The Clear Blue Company

The Coats Company

The Peach Truck

The Real Estate Services Company, LLC.

The University of Tennessee at Chattanooga

Thomas & Hutton

Thompson & Litton

TN Department of Environment and Conservation - Tennessee State Parks

Toray Composite Materials America, Inc.

TORRECID USA

Toyota Motor Mfg.

Trane Technologies

Transcard

Trousdale County Schools

TTL, Inc.

Tullahoma City Schools

TUTCO

Twin Lakes

Tyson Foods, Inc.

U.S. Air Force and U.S. Space Force Talent Acquisitions

U.S. Army Combat Capabilities Development Command Aviation & Missile Center

U.S. Army Corps of Engineers - Nashville District

U.S. Department of Energy: National Nuclear

Security Administration U.S. Navy

U.S. Space & Rocket Center

UCOR

UES (Southeast Region)

Ultium Cells

Unarco Material Handling

Union County Public Schools - TN

University of Kentucky Martin-Gatton College of Agriculture, Food and Environment

University of Tennessee Human Resources

University of Tennessee Space Institute

Unum

Upper Cumberland Development District/Upper Cumberland Human Resource Agency

UT Extension Central Region

Vertech

Victory Sports Center

Vista Precision Solutions

Volkswagen Group of America

Volunteer Behavioral Health

Warren County Schools.

Whisper Aero Inc.

White County Schools

Whiting-Turner Contracting Company

Williamson County Schools

Wilson & Associates Engineering and Surveying, P.C.

Wilson Bank & Trust

Wilson County Schools

Wilson Sporting Goods

Wiser Consultants

Wright Brothers Construction Company

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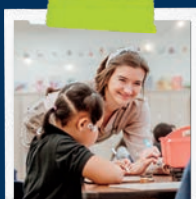
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#winyourday



A photograph of an elderly man and a young woman sitting in a red wooden boat on a body of water. The boat is filled with large bunches of green bananas. The man, on the left, has grey hair and is wearing a light-colored short-sleeved button-down shirt. He is smiling and looking towards the woman. The woman, on the right, has long dark hair and is wearing a blue and white striped short-sleeved button-down shirt and blue jeans. She is also smiling and looking at the man. The background shows a calm body of water and some green foliage on the distant shore.

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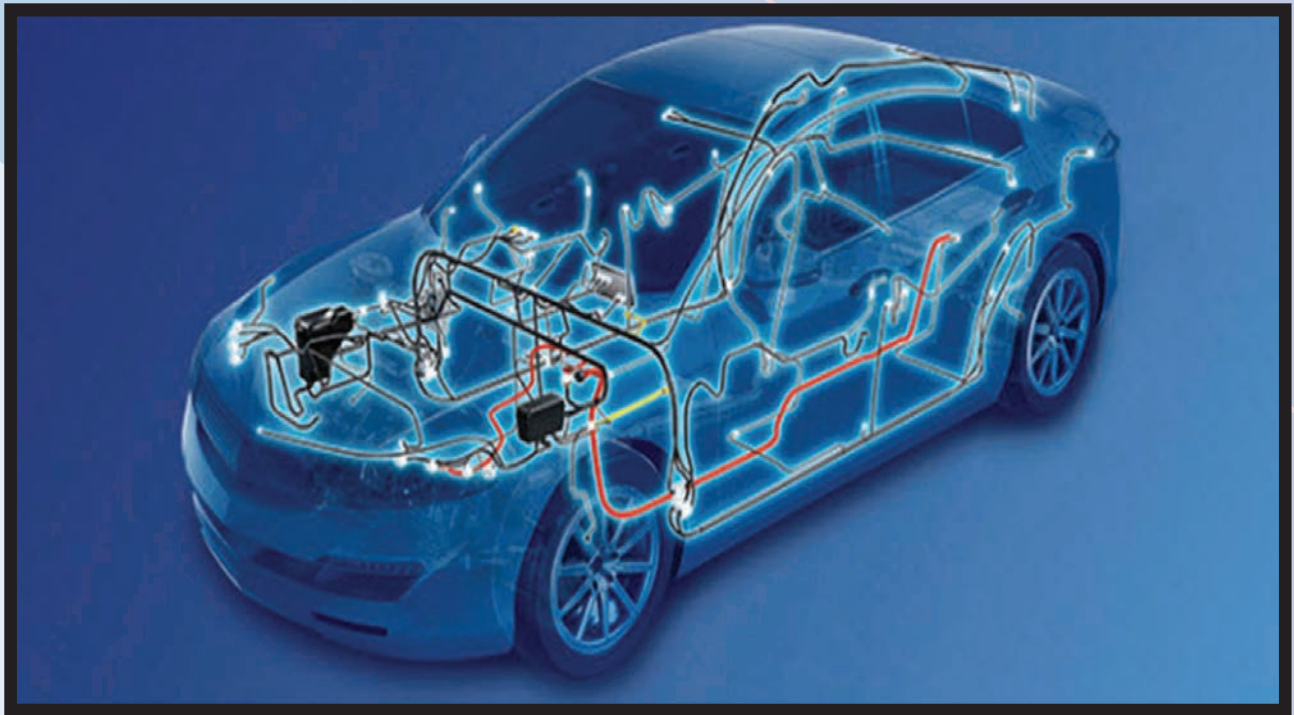
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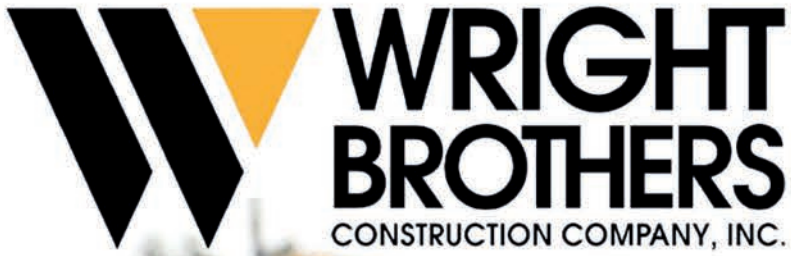
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