

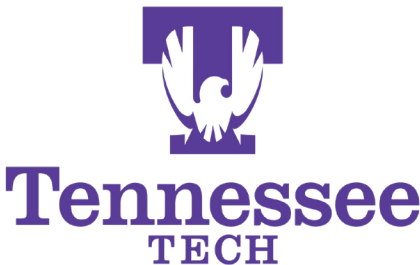


2019 - 2020

CAREER GUIDE

Center for Career Development

f @TNTechCareer
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Message from the Director



A year of change . . .

This past year was one of change and new direction for the Center for Career Development (CCD). In April, 2018 the Center for Career Development began reporting to the Division of Enrollment Management and Career Planning (EMCP). In summer 2018 Director of the CCD, Lynn Haley, announced her retirement and a national search for a new Director ensued. In September, 2018 Russ Coughenour was named as Director of the Center for Career Development and began work on October 1st, 2018. Sharon Stevenson joined the team in May, 2018 and Sonja Higgenbotham joined in January 2019.

Along with these changes came opportunities for growth and emergence of new ideas. Coupled with a strong economy, the Center for Career Development experienced a busy and productive year. Record numbers of employers visited campus to recruit talented Tennessee Tech students and graduates. Projections for the future look bright as well, the National Association of Colleges and Employers predict that 2019-2020 will be equally productive and indicate that entry-level hiring will be up an additional 10.3%. The future for the Center for Career Development promises to be one of increased visibility, solid student, employer and campus services and a high tech, high touch mentality that will lead us forward. Numerous initiatives including revamped Career Readiness programs, a re-design of cooperative education standards, several outreach/visibility initiatives and a streamlining of career fairs promises to ensure that the Center for Career Development will take its rightful place as a strategic contributor to the Tech Tomorrow Strategic Plan.

I speak for the entire Center for Career Development staff in wishing you a great year in 2019-2020 and that you will find this guide informative, educational and a true resource for all things career!

Wings Up!

Russ Coughenour

Why Should You Visit the Center for Career Development?

EXPLORE

- Learn about the resources and events the Center for Career Development has available just for you!
- Discover how your values 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

- Prepare for upcoming career fairs and on-campus interviews.
- Attend workshops to develop your online brand, career fair strategies, and more.
- Utilize this Career Guide and Career Development appointments to refine your resume.
- Practice your interview skills with at least one mock interview video session.

EXPERIENCE

- Apply for co-op, internship, and full-time opportunities using your Handshake account.
- Participate in multiple co-ops or internships to gain related work experience.
- Leverage your Tennessee Tech experiences to successfully begin a career you love.

Location On Campus:

Roaden University Center, Room 328

Open Hours:

8:00 A.M. -12:00 P.M. and
1:00 P.M.-4:30 P.M., Monday-Friday

Student Walk In Hours:

1:00 P.M.-4:00 P.M., Monday-Thursday

Contact Information:

Email: career@tntech.edu
Website: www.tntech.edu/career
Main Office Number: (931) 372-3232



Center for Career Development

TENNESSEE TECH

EXPLORE



TypeFocus will assess your personality, interests, and values to help you choose satisfying careers that match your strengths. You can then create an action plan that will provide you with the steps you need to take to reach your personal and professional goals.

Evaluate Majors and Career Fields

Trying to decide what to major in or how to connect your major with career opportunities? Go to <https://www.tntech.edu/career/students/assessment.php> or visit the Center for Career Development to get started!



Career Spots are brief and informative videos that illustrate what you need to know before, during and after the job interview. Explore relevant career advice and information available from leading experts across the country. Trying to prepare for a career fair? View the Career Fair Success, The Elevator Pitch, and Your INFOmercial videos.

Go to <https://www.tntech.edu/career/students/advice-videos.php>



YOUR FOUR-YEAR CAREER PLAN

Freshman Year

- ❑ Log in to your **Handshake** account and fill out your profile at <https://tntech.joinhandshake.com/login>.
- ❑ Let us help you get started preparing your first college resume. Try our walk-in hours **1 p.m. - 4 p.m.** Monday through Thursday.
- ❑ Explore career interests with **TypeFocus** and **Majors and Concentrations**.
- ❑ Attend one of our annual career fairs and numerous workshops as part of your career exploration.
- ❑ Join at least one service or leadership organization.

Sophomore Year

- ❑ Update your resume and upload it into our **Handshake** online resume and job database for referral to employers.
- ❑ Update your **Handshake** account and begin applying for cooperative education and/or internship opportunities and attend all career fairs.
- ❑ Obtain your **GOLD Career Readiness Certification** (Freshman-Sophomore) to increase workplace knowledge.
- ❑ Improve your interviewing skills by using the **InterviewStream** online software system.
- ❑ Join a career-related or professional organization.

Junior Year

- ❑ Participate in a **cooperative education** or **internship program** and gain experience in your major.
- ❑ 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** and upload your updated resume inside your Handshake account.
- ❑ Considering **graduate school**? Begin researching programs of interest, admission requirements and testing deadlines. Attend Graduate and Professional School fair.

Senior Year

- ❑ Finalize your resume in **Handshake** and practice your interviewing skills with **InterviewStream**.
- ❑ Begin applying for full-time jobs 8-10 months before graduation.
- ❑ Participate in Career Development on-campus interviews, as well as attend all career fairs and workshops.
- ❑ If you haven't already, obtain your **PURPLE Career Readiness Certification** (Junior-Senior) to learn valuable transition skills.
- ❑ Applying to graduate school? Get assistance with personal statements and resumes. Submit applications by required deadlines.

Roaden University Center, Room 328
(931) 372-3232
M - F | 8 a.m. to Noon, 1 p.m. to 4:30 p.m.

tntech.edu/career

EM240-PRINT-19

The Importance of Handshake to Your Job Success



Tntech.joinhandshake.com

All Tech students interested in improving their chances of finding quality employment while in school or after are encouraged to register with the Handshake system. By logging on with your Tennessee Tech credentials, the Handshake system will prompt you to completely fill out your profile. Upload a resume, add clubs, organizations, classes, skills and interests and the system begins to “learn” about the types of events, employers, jobs and opportunities you seek. The system will then recommend jobs and activities that match your skills, interests and major. Remember, Handshake is only for college students and even offers peer-to-peer sharing opportunities. Give it a try and don’t forget to download the mobile app!

- Full Time Jobs
- Internships / Co-ops
- Peer to Peer communication
- Resume storage
- Employer data
- Job and event alerts

Engage with 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:

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.

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.

Make a Career Fair Work for You

Develop a winning one-minute commercial, learn how to dress and what to bring, and discover strategies to achieve results from your career fair attendance.



CAREER FAIR⁺

Download the Career Fair + app

Interview

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

Write an Effective Resume

Your resume should be a well-organized 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. 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:

Identifying Information

Include your name, address, 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

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

Education

- Your university (including city and state), followed by your degree (most recent first), major, and graduation date.
- Your GPA only if it is 3.0 or better. If your GPA is less than a 3.0, you may want to identify the GPA in your major if it is over 3.0.
- 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* (may offset a lower GPA).
- 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.

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++

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:

- Give the names and locations of organizations for which you have worked. List position, title, and dates you were employed.
- State the positive aspects of your work (accomplishments, acquired skills, and job growth). Quantify with numbers when possible (“cash sales of \$9,000” or “supervised four clerks”).
- You may separate your work experience into a Related Experience section (to include internships, co-ops, research, and other experience directly related to the position for which you are applying) and an Other Experience section (to include employment not directly related to the position for which you are applying). You may also include a Projects section that describes relevant class projects such as your senior design or capstone. This section becomes especially important to include if you lack related work experience such as internships or co-ops. 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.

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. An example of a career profile is as follows:

Senior operations manager with expertise in manufacturing, test engineering, and materials management. Over ten years' experience in the areas of warehouse/shipping, export administration, hardware and software release control, agency certification, and budgeting. Proven ability to manage all aspects of high technology and traditional manufacturing environments, international distribution, and materials outsourcing. Strengths include strategic management, oral and written communications skills, interpersonal skills, and the ability to get things done.

Sample Resumes

John Doe

1234 Flower Lane
Cookeville, TN 38505

(931) 372 - 1234
jdoe@students.tntech.edu

OBJECTIVE

To obtain a career opportunity as a New Product Launch Specialist beginning May 2019; willing to relocate.

EDUCATION

Tennessee Technological University – Cookeville, TN
Bachelor of Science in Business Administration
Major: Marketing

Graduation: May 2019
Overall GPA: 3.67

MARKETING PROJECT

- Increased brand strength for local radio station by developing client relationships.
- Managed promotional event logistics and helped develop innovative marketing strategies.

SKILLS

Access, Visual Basic, Adobe Photoshop, social media platforms, Word, Excel, PowerPoint

EXPERIENCE

Sales Assistant, *Sunflower Boutique*, Athens, GA

May 2017 – August 2017

Trained all new employees. Processed customer payments. Ordered inventory and reconciled inventory to sales each month.

HONORS

Phi Kappa Phi Honor Society
Alumni Scholarship
TTU Community Service Award

ACTIVITIES

Gamma Phi Beta Sorority
Habitat for Humanity Volunteer
Big Brother/Big Sister Program

Basic Formatting Tips

- Use 1" margins (top, bottom, left, and right)
- Font styles: clean, easy to read – Times New Roman or Arial
- Double-check for spelling, typographical, and grammatical errors

resume emphasizing honors and activities



John Doe

1234 Flower Lane
Cookeville, TN 38505

(931) 372 - 1234
jdoe@students.tntech.edu

OBJECTIVE

To obtain a summer internship/co-op position in the field of electrical engineering beginning May 2019; willing to relocate.

EDUCATION

Tennessee Technological University – Cookeville, TN
Bachelor of Science in Electrical Engineering – Junior Status
Financed 50% of education through summer and part-time employment.

Graduation: May 2020
Overall GPA: 3.4

SKILLS

AutoCAD, C++, MATLAB, Word, Excel, PowerPoint, Access

RELATED EXPERIENCE

Co-op Engineer, *Designs Unlimited*, Wilkesburg, PA

May 2017 – December 2017

- Updated all 2-D AutoCAD drawings. Converted many drawings into 3-D.
- Established an Excel database for tracking all drawing changes.
- Assisted engineers with responding to building specification and bid requests.

Intern Engineer, *Domtar*, Florence, SC

May 2016 – September 2016

- Input daily work-orders into customized computer program.
- Attended customer walk-through meetings. Assisted engineers in updating incomplete project work designs.
- Verified that all customer requests were input into customer database and then routed to appropriate engineering group.

OTHER EXPERIENCE

Carpenter, *Collins Construction Company*, Morrow, PA

May 2015 – September 2015

- Supervised and scheduled a crew of three laborers.
- Researched costs of materials and provided recommendations to employers.

ACTIVITIES

TTU Varsity Golf Team, Sigma Phi Epsilon Fraternity

resume emphasizing experience



Upload your resume into



Use Action Verbs to Show Accomplishment

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 that you may have that would be 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 |

Make Your Resume Web-Ready

In addition to developing a traditional resume, today's job seekers should prepare a resume that may be easily transferred to the web. Web resumes should not contain formatting such as tab space, bullet symbols, extra spacing, and line separations. Web-ready resumes should incorporate and emphasize 'keywords.' Keywords are single or short word phrases that represent a skill or knowledge area that the employer is seeking in the candidate. Employers store the online resume and application in a database. When job vacancies occur, the employer queries their database, usually with a 'keyword', to find candidates. Keyword searches are traditionally conducted using specific skills, experience, and/or education. ***Is your resume ready for the web?***

Tips for Preparing A Web Transferable Resume

- Use keywords to identify your specific skills in the language of your profession.
- Review job descriptions to determine keywords and the specific skills employers seek.
- Use Times New Roman or Arial in size 10-12.
- Avoid italics, underlining, small print, script, condensed type, bullets, brackets, borders, shading, newspaper columns, horizontal or compressed lines, and other graphics.
- Do not use the tab key.
- Save a copy of the non-formatted resume so you can cut and paste it onto an employer website.



Note: When setting up your resume, the two most important things to consider are:

1. ***Is it easy to follow?***
2. ***Is your best and most relevant work featured on the top half of the page?***

JANE SMITH

123 Market Lane
Cookeville, TN 38505
jsmith42@gmail.com
(931) 372-1234

EDUCATION

Tennessee Technological University, Cookeville, TN
Bachelor of Arts, Major: Journalism, May 2019
Overall GPA 3.4; Major GPA: 3.6
Relevant Projects: Developed Marketing Strategy for local chapter of Public Relations Association

EXPERIENCE

Associate Manager, Angie's Retail, Cookeville, TN, June 2015 – Present
Supervise staff of ten part-time employees. Increased sales by 25% in six months. Utilize teambuilding, goal setting, and business knowledge to improve employees' skills. Maintain company web site. Open and close store in absence of owner. Create window and in-store displays.

President, Marketing Club, Tennessee Tech, Cookeville, TN, August 2015 – Present
Utilize leadership skills to increase membership and encourage active participation in the organization. Plan and conduct monthly meetings. Contact guest speakers and organized fundraisers.

Salesperson, Moonlit Bar-B-Que, Cookeville, TN, January 2014 – June 2015
Interacted with customers and utilized suggestive selling techniques. Increased sales by 15%. Salesperson of the month twice. Created product displays. Conducted inventory. Assisted in training new sales staff.

HONORS AND ACTIVITIES

American Marketing Association, Treasurer: Managed \$16,000 budget
Alpha Phi Omega National Service Fraternity, Membership Chair, 2014 – Present
80% self supporting in college; work 25 hours per week as full-time student
Public Relations Association – Attended National Conference
Big Brothers/Big Sisters Volunteer

SKILLS

Technical: Dreamweaver, Photoshop, Excel, Word, PowerPoint, Access
Language: Spanish (full professional proficiency)

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 and 2) will say positive things regarding your work history, skills, knowledge, and abilities.

When you identify an individual whom you would like to be your reference, **ASK them for permission** to list them 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
johndsmith@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 Letters

Cover Letter

A cover letter 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 make them want to read your resume.

Your Name
Your Address
City, State Zip Code

Date

Contact's Name
Title
Company Name
Address
City, State Zip Code

Dear Mr./Ms. (Contact's Last name):

Your opening paragraph should arouse interest on the part of the reader. Tell why you are writing the letter.

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.

Provide information to show your specific interest in this company.

In your closing paragraph, ask for action. A positive request is harder to ignore than a vague hope.

Sincerely,

Your Handwritten Signature



George B. Student
5021 University Road
Cookeville, TN 38505

April 1, 2019

Mr. Michael Alexander
Director of Human Resources
ABC Retailing
123 Main Street
Townsville, IN 55555

Dear Mr. Alexander:

I am applying for the **Web Developer** position that was advertised with Tennessee Tech University's Career Center this week.

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.

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.

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

Sincerely,

Your Handwritten Signature

Your Typed Name

Tips for preparing your cover letter:

- ▶ Leave a 1" margin 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, and follow the general guidelines given above.
- ▶ Always address your cover letter to a real person when possible.
- ▶ You may adapt your cover letter to accompany a resume via email. Follow the same guidelines and keep it professional!

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 twenty-four 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,

Your Handwritten Signature

Your Typed Name



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."

National Association of Colleges and Employers (NACE) defines "career-readiness" as the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace.

Do *you* have the following skills?

Ask about our Gold/Purple Career Readiness Certification Programs!



Career Management

Identify and articulate skills, strengths, knowledge and experiences; navigate career options and pursue these opportunities.



Oral/Written Communication Skills

Articulate thoughts and ideas clearly and effectively to a variety of audiences; demonstrate public speaking skills.



Teamwork/Collaboration

Build collaborative relationships representing diverse cultures, races, ages, gender, religions, lifestyles and viewpoints; work within team structure; negotiate/manage conflicts.



Critical Thinking/Problem Solving

Exercise sound reasoning and analytical thinking; use knowledge, facts and data to solve problems and make decisions.



Leadership

Leverage the strengths of others to achieve common goals, organize, prioritize and delegate work; use empathetic skills to guide and motivate.



Professionalism/Work Ethic

Demonstrate personal accountability and effective work habits: punctuality, working productively with others, time management, understanding the importance of a professional work image and demonstrating integrity.



Global/Inter-cultural Skills

Value, respect and learn from diverse cultures and people. Demonstrates openness, inclusiveness, sensitivity and the ability to interact respectfully with all people.



Digital Technology

Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks and accomplish goals. Demonstrates effective adaptability to new and emerging technologies.

Want to Become *Career Ready*? Pick Your Program!

Please refer to the website for specific instructions on becoming Career Readiness Certified through the Center for Career Development at:

www.tntech.edu/career/students/index.php

GOLD

GOLD Career Readiness Certification Program (see: <https://www.tntech.edu/career/students/career-ready.php> for details.

- Exclusively for freshman and sophomores
- Starts over every fall and spring semester
- Combination of campus involvement and workshops attendance
- Stresses the NACE Readiness Competencies
- Prepares you for internships, co-ops and part-time jobs
- Provides opportunities to network with employers
- Helps you build skills for the workplace

PURPLE

PURPLE Career Readiness Program (see: <https://www.tntech.edu/career/students/career-ready.php>) for details

- Exclusively for juniors and seniors
- Starts over every fall and spring semester
- Network with employers
- Prepares you for transition from College to Career
- Helps you prepare for interviews
- Helps you build a professional level resume
- Prepares you for your first job after graduation
- Based on NACE Career Competencies

Network: Tap into the Hidden Job Market



Looking for a job? Many available jobs are never advertised online or in any print media. So, how can you learn about these “hidden” jobs? The answer is networking.

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, teammates, and co-workers
- Supervisors
- Colleagues from professional organizations and religious groups
- Former teachers and faculty – Let these people know your needs and listen to their ideas and suggestions. Ask for names of others who might be helpful in your search.

Develop a Tracking System

Develop an Excel spreadsheet for keeping track of each phone call, letter, email, interview, and follow-up. Without this, you may soon become quite confused.

Be Professional

Effective networking can be a tremendous boost to a job search, but employing inappropriate techniques can cause you to lose valuable opportunities. As long as you approach people to whom you are referred in a professional and courteous manner, most people will be willing to share information because they like to help others and/or they want to stay “well-connected.” When speaking to a contact to whom you have been referred, mention the name of the person who referred you early in the conversation.

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 that you have obtained a position and thank them once again. Keep in touch with them periodically, as they may be vital to your future professional development.

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 hook-ups.

If you're looking for a job, it's best to include as much detail in your profile as possible. LinkedIn can take much of the work out of seeking connections, as the LinkedIn network lets you know when you are closely connected with someone. The site also helps you stay in contact with colleagues and mentors. It's also a great way to connect with recruiters as you look for job opportunities.

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. Almost every employer has recruiting information on their company Facebook page. Search Facebook for employers and like the pages of organizations for which you are interested in working.

Twitter

Sometimes it's great to be a follower. Twitter allows you to receive quick information about a topic, interest, or what's going on at a company. By visiting www.twitter.com, you can create an online account and select interest areas that you will follow. Search for companies and follow their news feeds via email or text.

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?

Your 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 <https://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.

- Dun & Bradstreet Business Information Reports: www.dnb.com
- Moody's Manual: www.moody.com
- ReferenceUSA: www.referenceusa.com



Handshake connects you with organizations who conduct on-campus interviews, attend career fairs, and post jobs at Tennessee Tech.

Make a Career Fair Work for You



CAREER FAIR⁺

Download the Career Fair + app

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 in your **Handshake** account.
- Narrow the list down to those of greatest interest and begin to research their products/services and employment opportunities.
- Download the Career Fair + app from the app store and use to keep up to date on all TN Tech job fairs. The app provides you updates on which companies are attending, provides you with a day-of floor map and quick links to do last second research on your targeted companies. There's even a "skip the line" feature so you can ensure you get to speak with popular companies without having to waste valuable time.

DEVELOP A WINNING ONE-MINUTE COMMERCIAL

- To make a great first impression when meeting recruiters, practice a one-minute commercial. 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.

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:

InterviewStream allows you to conduct a practice interview using a webcam to enhance your job interviewing skills and develop an edge over the competition. See page 21 for more information.

Need More Advice?



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

Dress Professionally to Make a Great First Impression

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



Women

- Suit or tailored dress in solid or subtle color – no extreme slits or short hemline.
- Polished and closed toe dress shoes – both heels and flats are acceptable.
- Nails subtle if polished – clean and not chipped.
- Make-up should be minimal.
- Clutch or small shoulder bag.
- Simple and basic jewelry.
- Always wear hosiery and keep color neutral.
- Avoid perfume as a courtesy to the interviewer.



Men

- Black, navy, or charcoal gray suit.
- Shined shoes – tassel loafers, wing tip, or lace-up shoes preferred.
- Clean nails.
- Conservative red or navy striped or solid tie – keep things simple and neat.
- Solid white shirt.
- Avoid flashy cuff links, rings, or neck chains.
- Dark socks.
- Avoid cologne as a courtesy to the interviewer.

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.

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.

Practice Your Interview Skills with *InterviewStream*



The advertisement features a laptop displaying the InterviewStream website, which includes a 'SIGN UP NOW' button and a video player. A webcam is positioned in front of the laptop. Several sticky notes are placed around the laptop: 'interview at 4pm', 'job fair tomorrow at noon', and 'look for a job!'. The background is dark with the text 'Would you hire you?' and 'Practice Interviewing. Anytime. Anywhere'.

Would you hire you?
Practice Interviewing. Anytime. Anywhere

InterviewStream is a web-based video interface that allows you to:

- practice for an interview with over 7,000 questions
- rehearse a one-minute commercial
- improve your public speaking skills

Get started at: <https://www.tntech.edu/career/students/interviewstream>

During the Interview

During the interview, it is your job to convince the interviewer that you are the most qualified applicant for the position. Remember – you only have one chance to make a good first impression!

Do

- Give the interviewer a firm handshake.
- 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.

After the Interview – Send a Thank You!

Send a thank you letter within 24 hours after the interview. Reiterate your interest in the position and the organization. If you get no response, or if a date has passed when an employer was to contact you, don't hesitate to phone the organization. Let them know of your continuing interest.

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

Many employers are moving away from a resume-driven style of interviewing to a behavioral format. 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.

Use the **STAR** 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? |

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?
- Can you tell me about a complex problem that you solved? Describe the process you utilized.
- 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.

EXPERIENCE

Plan for your future!

Gain Relevant Experience Prior to Graduation

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, 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!

Why Co-op?



1. Co-op opportunities, internships, or clinical rotations can give you the edge over other candidates.
2. Discover if your choice of major and personal career goals are right for you by allowing you to work closely with professionals in your field.
3. Develop hands-on experience, skills, and knowledge you cannot learn in the classroom.
4. Earn the practical employment experience employers want to see on your resume.
5. Establish your network of professional contacts, find professional mentors, leads in your career field, and references you can use to secure the job you want.

Taking part in a cooperative education program can pay off financially. Starting full-time salaries are normally higher for graduates with co-op and internship experience than for those with no career experience.

Visit the Center for Career Development and find out how you can secure your Experiential Education experience!

**See Pages 30 – 32 for a list of Co-op employers.*

International Work Experience

The Center for Career Development has the perfect resource for anyone considering international employment opportunities.



GoinGlobal provides country-specific career and employment information, including worldwide internship and job postings, H1B employer listings, corporate profiles, and career resources for 30 countries.

Both the GoinGlobal Country Career Guides and the City Career Guides provide professional advice and insider tips on the following topics:

- Job search tools
- Employment trends in major industries
- Executive recruiters and staffing agency contacts
- Work permit regulations
- Salary ranges and cost of living data
- Professional and social networking groups
- Resume/CV writing guidelines
- Interviewing and cultural advice

Students may create a personal account from a computer on campus and then use that account to log in to GoinGlobal from any computer off campus through <https://www.tntech.edu/career/students/goinglobal>

Volunteering as Work Experience



Why Volunteer?

- Allows you to test your vocational skills in the workplace.
- Adds valuable experience to your resume. Employers prize community service experience.
- Provides you with a way to donate skills and services to organizations within your community.
- Gives you a chance to interact with others in a team environment, a valuable experience that will improve your chances of future success.

Choose the Right Opportunity for You

There are a number of factors to consider when determining whether you will 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 8:00 – 5:00 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 TTU alumnus, you have access to all of the 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.

Employers Recruiting on Campus

The employers listed below participated in on-campus recruiting, networking sessions or career fairs last year.

**Cooperative Education Employers*

*21st Mortgage Corporation**

*ABB, Inc.**

*ADTRAN**

Advanced Composites, Inc.

Air and Hydraulic Equipment

Air Force

Airgas

Albea

Alliance Bernstein

Althea US, Inc.

American Wonder Porcelain

Analysis and Measurement Services

Anderson County Schools

Aphena Pharma Solutions, LLC

APL

Apollo Mechanical Contractors

Ascension

Associated Packaging, Inc.

At Home Healthcare

*ATC/Automation Tool Company**

ATC Group Services, LLC

Automation nth

Averitt Express

AXA Advisors, LLC

Axle Logistics

Backer-Springfield

*BAE Systems**

Barge Cauthen & Associates

Barge Design Solutions, Inc.

Barnhart Crane and Rigging

BASF Corporation

BBB Industries

BCS

Beall', Inc.

*Bledsoe Telephone Co-op**

Blount Partnership

Bluegrass.org

Bobcat Company

Bonnell Aluminum

*Bridgestone Americas**

Brunswick New York Mills Operation

Builders FirstSource

BWX Technologies, Inc.

Calsonic Kansel

*Carlstar Group**

CDE Lightband

Centerstone

Centurion

CGI

Chad Stewart & Associates, Inc.

Chattanooga Preparatory School

CHI Memorial Hospital

Cintas Corporation

City of Cookeville

Civil & Environmental Consultants

Clarksville-Montgomery County School

Clayton

Clinton City Schools

Coffee County Schools

*Colortech**

Constellium – Rolled Products

Cookeville Regional Medical Center

Cooper Steel Fabricators

Covenant Health

Covenant Transport Services

*Crouch Engineering**

Cumberland Container Corporation

Cumberland County Schools

*Cummins, Inc.**

Dana Incorporated

DaVita, Inc.

Deloitte

*DENSO Manufacturing, Inc.**

Dickson County Schools

Digital Dream Forge

*Domtar**

Dura-Line

Dynetics

E Solutions for Buildings, LLC

*Eastman Chemical Company**

Edmonds Engineering, Inc.

*Electric Power Research Institute**

Emerson

Enfinity Engineering

Enterprise Holdings

Enterprise Solutions

EPB

Equinox Information Systems

Erlanger Health System

Exponential Engineering Company

Falling Creek Camp
 Fast Enterprises, LLC
 Fastenal Company
*Federal-Mogul Motorparts**
 First Freedom Bank
 Flowserve Corporation
*FMC Lithium**
 Fulghum, Macindoe & Associates
 Garney Construction
*General Motors**
 General Shale
 Georgia Department of Transportation
 Giles County Schools
 Gresham Smith
 Grundy County Board of Education
 Hamilton County Schools
 Haren Construction
 Hayward Industries, Inc.
 Hazen and Sawyer
 HCA
*HCL Electrolux**
*Heritage Pointe**
 Hethcoat & Davis, Inc.
 Hexagon Safety & Infrastructure
 Hexpol Compounding, LLC
 HFR Design
 HMB Professional Engineers, Inc.
 Hoar Construction
*Honda North American South HUB**
 Huntsville Utilities
 Ingram Civil Engineering Group, LLC
 Integrated Control Systems, Inc.
*Intel**
 International Fire Protection, Inc.
 Interstate Warehousing
 J. Cumby Construction
*Jackson Energy Authority**
 John W. McDougall Co., Inc.
 Johnson Controls
 KBM Enterprises, Inc.
 Kimley-Horn
 Knowledge Academies, Inc.
 Knox County Schools
 Knoxville Utilities Board
 Komatsu America Corp.
*Kroger**
 Lebanon Special School District
 Lee Company
 Lendlease
 Lennox Industries
 Logan Aluminum
 Los Alamos National Laboratory
 Loudon County Schools

Macon County Schools
 Magic Ears
*MAHLE**
*Malibu Boats**
 Marine Officer Selections
 Marriott International
*Marvin Windows and Doors of Tennessee**
 Maser Consulting
 MasterBrand Cabinets
 MasterCorp
 Mattern & Craig
 Maury Regional Health
 McGill Associates
 McKee Foods Corporation
 Mental Health Cooperative
 Mercer Health Sciences Center
 Mesa Associates, Inc.
 Messer Construction, Co.
 Metro-Nashville Public Schools
 Middle Tennessee Electric Membership Corp.
*Milliken & Company**
 Missile and Space Intelligence Center
 Modine Manufacturing Company
 Morrison Industries
 MPC
 Mueller Industries, Inc.
 Mueller Refrigeration, LLC
*Mullican Flooring**
 Murfreesboro Electric Department
 Nashville Electric Service
 Naval Surface Warfare Center Dahlgren Division
 Nidec; Kato Engineering
*Nissan North America**
 Nixon Power Services
 Non-Contract Technologies, LLC
 North American Stamping Group
 Nonwestern Mutual
 Nucor
*Oak Ridge National Laboratory**
 OHM Advisors
*Olin Corporation**
 OSIsoft, LLC
*OSRAM**
 Overton County Schools
 Packaging Corporation of America
*Pallinode**
 Parallon
*Parker Hannifin Corporation**
 Patterson & Dewar Engineers
 Peace Corps
 Pella Corporation
 Penske Truck Leasing
 PepsiCo
*Philadelphia Mining Solutions**

Perceptics, LLC
 Pictsweet
 Pilot Flying J
*PREMIER System Integrators**
 Putnam County Board of Education
 Quality Manufacturing Systems, Inc.
 Quanta Computer Nashville
 Radiance Technologies
 Republic Finance
 Research Electronics International
 Roane County Schools
 Robertson County Schools
 Robins Air Force Base
 Robins Air Force Base – 402d Software
 Robotic Technologies of Tennessee
 Rogers Group, Inc.
*Roper Corp.**
 S&ME, Inc.
 SAIC
 SAK Construction
*Sanmina**
 Sargent & Lundy
 Schneider Electric
*SCI Technology**
 Seabrook Solutions, LLC
 Sequatchie County Schools
*Shaw Industries, Inc. **
 Sherwin-Williams Company
 Shiroki North America, Inc.
 Simulation Technologies, Inc.
 Smith County Board of Education
 Snap-On Incorporated
*Solstice**
 Solvay
 SSOE Group
 SSR, Inc.
 Strand Associates, Inc.
 Strategic Technology Solutions (STS)
 Sumner County Board of Education
 Suncrest Private Care
 Superior Construction
 Synechron, Inc.
 Tate & Lyle
 Teach901
 Tencarva Machinery Company
 Tenneco
 Tennessee Department of Corrections
 Tennessee Department of Environment
 & Conservation – State Parks
 Tennessee Department of Revenue
*Tennessee Department of Transportation**
 Tennessee Valley Authority

*The Chemours Company**
 The Christman Company
 The Combat Capabilities Development
 Command Aviation & Missile Center
*The Spoke**
 Thomas & Company
 TLD Logistics Services
 Toledo Molding & Die, Inc.
 TORRECID USA
 Toyota Boshoku American
 Tractor Supply Company
 TRC Worldwide Engineering, Inc.
 TriMark USA
 Trousdale County Schools
*TRW Automotive**
 TTI Floor Care
 TTL, Inc.
 Tullahoma City Schools
 Twin Lake Cooperative
 U.S. Army Corps of Engineers
 U.S. Navy Medical Officers Program
 U.S. Navy Officers Program
 Union County Public Schools
 Unum
*Upper Cumberland Electric Membership**
 Urban Science
 USimprints
 UT Medical Center
 VA TN Valley Healthcare System
 Vanderbilt Mortgage and Finance, Inc.
*Viper Design, LLC**
*VISKASE Companies, Inc.**
 Volkswagen Group of American
 Wacker Chemical Corporation
 Warren County Schools
*Waupaca Foundry**
*West Tennessee River Basin Authority**
 White County Schools
 Whiting-Turner Contracting Company
*Wiley Publishing**
 Williamson County Schools
 Wilson County Schools
 Wright Brothers Construction Company
 Wyndham Destinations
 Y-12 National Security Complex
 Yanfeng Global Automotive Interiors
 YANMAR America
 Yates Construction
 YMCA of Middle Tennessee
 Youth Villages
*Zimmer Biomet**