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The Office of Career Development  
Message from the Director / The Year in Review

Welcome back to all new and returning students for 2020-2021!! In reviewing The Center for Career Development’s 2019-2020 year it was truly a tale of two semesters. The fall semester started off with the promise of new student and employer programs and services. Two new large-scale opportunity programs, the Part-Time Job Fair and Graduate School Fair were added. In addition, other high visibility services were added such as Careers n’ Coffee, Employers Spotlights, Co-op Meet Ups and Employer in Residence were added. These programs offered students a convenient and casual way of interacting with employers and provided a “just in time” recruiting opportunity for employers. These programs, along with our innovative and newly redesigned Career Readiness certification programs, created a sense of vibrancy and visibility that students, colleagues and faculty took notice of. These new services/programs dovetailed with our marquee fall recruiting events such as the STEM Job and Internship Fair and the Business, Agriculture, Government and Human Ecology Job and Internship Fair. Together, and with the support of new efforts via social media platforms like Facebook, Twitter, Instagram and LinkedIn, the Center was getting noticed and recognized.

Yes, academic year 2019-2020 was off to a very successful start. The spring semester looked equally bright with the continuance of the above-mentioned programs and then tragedy struck middle Tennessee. In early March EF-4 level tornadoes touched down just west of Cookeville, TN., just stopping short of ravaging Tech’s campus. There was significant loss of life and property damage estimated to be over one billion dollars. While the tornadoes caused a significant disruption to the lives of many students, faculty and administrators at Tech, it was only the start of disruption to come. Soon after the destruction of the tornadoes, and a somewhat return to normal, the threat of the Coronavirus pandemic was upon us. All programming after March 19th was cancelled or was changed to a virtual format because of the threat of pandemic. The University was reduced to moving instruction and student services to a mostly/exclusively virtual format. The Center for Career Development quickly modified our Career Readiness Certificate programs to an online format to allow students to complete their requirements while still earning their certificates. Lucky for us we were able to get the March 5th, 2020 Engineering Fair complete with only minimal disruption from the threat of pandemic. We quickly created Zoom (virtual) student appointments and created the twice-per-week Ask the Director series of virtual meetings for student to ask career related questions through the safety of the online format. Resume referrals via Handshake ramped up to keep student resumes in the hands of interested employers. However, many employers were reeling from the uncertainty the pandemic was causing and the subsequent slowdown. Recruiting came to a near standstill and many Tech cooperative education assignments and internships were lost for the summer of 2020.

At this writing, the future of The Center for Career Development remains bright with plans for a near normal return to programs and service for the fall 2020 semester. The aftermath of the pandemic will certainly have us rethink services and potentially add new online features for the upcoming year. For the Center for Career Development the academic 2020-2021 year promises to be one of uncertainty, change and the promise of new opportunities, while trying to regain the momentum generated through February 2020.

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
EXPLORE INTERESTS

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.

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!

EVALUATE MAJORS AND CAREER FIELDS

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 INFOmericial videos.

 Helpful Link:  
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://ntech.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.

6
The Importance of Handshake to Your Job Success

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

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!

Helpful Link:
Tntech.joinhandshake.com
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.

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

Download the Career Fair + A
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 Resume - Skills Based

David Crenshaw

1212 Willow Avenue
Cookeville, TN 38505

www.linkedin.com/in/DC

dcrenshaw@tntech.edu

931-840-1215

OBJECTIVE:

To obtain an internship or co-op for spring/summer 2020 in a manufacturing-related position that can utilize my formal education, training and skills in Mechanical Engineering.

EDUCATION:

Tennessee Technological University
Bachelor of Science / Mechanical Engineering
GPA: 3.5

Roane State Community College
Associate of Arts / Communication

Cookeville, TN
May 2021

Harriman, TN
May 2017

ENGINEERING EXPERIENCE:

Cummins Filtration
Engineering Intern

- Assisted staff engineers in the design of a prototype filter that was field tested in 5 diesel engines.
- Responsible for monitoring filter performance from a reliability and maintenance perspective over a three month period May-August 2018.
- Participated in 7 quality control audits by logging data into Microsoft Excel and used data analysis skills that provided weekly reports on outcomes.

OTHER WORK EXPERIENCE:

Chambers and Johnson Law Firm
Front Desk Clerk

- Answered 5 line phone system that averaged 20 calls per hour
- Successfully took messages and made appointments for 4 attorneys

Oak Ridge, TN
2016-2017

ORGANIZATIONS and CAMPUS LEADERSHIP:

Kappa Sigma
Membership Chair

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

American Society of Mechanical Engineers
Student Member

Cookeville, TN
2016-Present

Volunteer Carpenter
Campus and community involvement looks just like a job

VOLUNTEER EXPERIENCE:

Habitat for Humanity

- Assisted in construction of multiple housing projects in various cities throughout east Tennessee, mostly focusing on framing and finish carpentry.

SKILLS:

CAD; Excel; social media platforms, Qualtrics
Sample Resume - Activity Based

David Crenshaw

1212 Willow Avenue
Cookeville, TN 38505
www.linkedin.com/in/DC
931-840-1215
dcrenshaw@tntech.edu

OBJECTIVE:
To obtain a full time career start position beginning in May 2020 in a marketing/social media or communications related position that can utilize my formal education, training and experience.

EDUCATION:
Tennessee Technological University
Bachelor of Arts / Communication
Minor / Web Design

Roane State Community College
Associate of Arts / Communication

Cookeville, TN
May 2020
GPA: 3.5

Harriman, TN
May 2017

MARKETING EXPERIENCE:
Harriman Chamber of Commerce
Marketing Intern

- Conducted a needs survey by using digital technology skills sent to over 500 members that received a 45% response rate.
- Compiled results and created a 12 page report with graphs for the Chamber Member Chairperson utilizing EXCEL.
- Participated in the 2017 Membership Drive campaign that led to 70 new member registrations.

OTHER WORK EXPERIENCE:
Chambers and Johnson Law Firm
Front Desk Clerk

- Multi-tasked by answering a 5 line phone system that averaged 20 calls per hour while serving walk-in customers.
- Successfully took messages and made appointments for 4 attorneys

Oak Ridge, TN
2016-2017

ORGANIZATIONS and CAMPUS LEADERSHIP:
Kappa Sigma
Membership Chair

Cookeville, TN
2018-2019

American Marketing Association
Student Member

2016-Present

VOLUNTEER EXPERIENCE:
Habitat for Humanity
Volunteer Carpenter

Various Cities
Summers 2014-Present

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

SKILLS:
Adobe Photoshop; Excel; Access, InDesign, social media platforms, Qualtrics
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.

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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.

```
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
```

Information to Include:

- Name
- Title
- Company
- Address
- Phone number
- Email address
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 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.
- You may adapt your cover letter to accompany your resume via email. Follow the same guidelines
- 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!

<table>
<thead>
<tr>
<th>Skill</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Management</td>
<td>Identify and articulate skills, strengths, knowledge and experiences; navigate career options and pursue these opportunities.</td>
</tr>
<tr>
<td>Oral/Written Communication Skills</td>
<td>Articulate thoughts and ideas clearly and effectively to a variety of audiences; demonstrate public speaking skills.</td>
</tr>
<tr>
<td>Teamwork/Collaboration</td>
<td>Build collaborative relationships representing diverse cultures, races, ages, gender, religions, lifestyles and viewpoints; work within team structure; negotiate/manage conflicts.</td>
</tr>
<tr>
<td>Critical Thinking/Problem Solving</td>
<td>Exercise sound reasoning and analytical thinking; use knowledge, facts and data to solve problems and make decisions.</td>
</tr>
<tr>
<td>Leadership</td>
<td>Leverage the strengths of others to achieve common goals, organize, prioritize and delegate work; use empathetic skills to guide and motivate.</td>
</tr>
<tr>
<td>Professionalism/Work Ethic</td>
<td>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.</td>
</tr>
<tr>
<td>Global/Inter-cultural Skills</td>
<td>Value, respect and learn from diverse cultures and people. Demonstrates openness, inclusiveness, sensitivity and the ability to interact respectfully with all people.</td>
</tr>
<tr>
<td>Digital Technology</td>
<td>Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks and accomplish goals. Demonstrates effective adaptability to new and emerging technologies.</td>
</tr>
</tbody>
</table>
PART ONE

Student must participate in three of the following:

Attach resume for verification

- Part-time job while at Tech
- Internship, cooperative education assignment
- Clinical experience or student teaching
- Recorded 10-question mock interview on Interviewstream
- Study abroad
- Intern abroad
- NCAA athlete
- Participate in a senior design/capstone project

PART TWO

Student must participate in three of the following:

Attach resume for verification

- Attend at least one job or graduate school fair during the current semester
  - Part-Time (Fall)
  - Meet the Firms (Fall)
  - STEM-Engineering (Fall)
  - Business, Agriculture, Government and Human Ecology (Fall)
  - Graduate School (Fall)
  - Engineering (Spring only)
  - Education (Spring only)
- Leadership position in a campus organization/club or professional organization
- Registered on Handshake with a completed profile, professional headshot and Career Development critiqued resume uploaded

PART THREE

Student must attend four of the eight offered workshops – one must be a resume workshop.

Workshop dates, times and locations can be found at: tntech.edu/career/events.php

Workshop topics include:

- Professionalizing my resume to be employer ready
- Interviewing success when it really counts (employer-led presentation)
- Tips for successful transition into the workplace
- What do employer really look for when reviewing resumes and during interviews? (employer-led presentation)
- How to succeed at virtual and in-person job fairs (employer-led presentation)
- Making effective presentations

Check out our events page for schedule changes, https://www.tntech.edu/career/events.php.
1. **PART ONE**

   Student must engage in at least one of the following:
   - Community service/volunteer project while a student at Tech
   - Service learning experience associated with a Tech class or community service organization
   - Enrolled in a University 1000, 1010, 1020, 1030 or UBIZ class
   - Internship/cooperative education
   - NCAA athlete
   - TypeFocus on file with Center for Career Development

2. **PART TWO**

   Student must participate in two of the following:
   - Membership in a campus organization/club or professional organization
   - Registered on Handshake with a completed profile, professional headshot and Career Development critiqued resume uploaded
   - Appointment with Career Development Office (including co-op meetups)
   - Attend one of the University Student Success Center Programs
   - Attend one job or graduate school fair during the current semester
   - Part-Time (Fall)
   - Meet the Firms (Fall)
   - STEM-Engineering (Fall)
   - Business, Agriculture, Government and Human Ecology (Fall)
   - Graduate School (Fall)
   - Engineering (Spring only)
   - Education (Spring only)

3. **PART THREE**

   Student must complete ALL THREE sections below:
   - Complete the GOLD Career Readiness online program at: tntech.edu/career/students/career-ready-makeup.php
   - Attend ONE in-person resume writing workshop
     Workshop dates, times and locations can be found at: tntech.edu/career/events.php
   - Attend ONE in-person job fair workshop
     tntech.edu/career/events.php

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**Walk-In Hours**
Monday - Thursday
1 p.m. to 4 p.m. CST

**@TNTechCareer**
**@TNTechCareer**
**@TNTechCareer**
**@TNTechCareer**

**931-372-3232**
career@tntech.edu
tntech.edu/career
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.moodys.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 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?**

  [Career Spots advice videos](http://www.tntech.edu/career/students/career-advice-videos)

Check out Career Spots advice videos for more tips!
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.
Virtual Guide for 2021

Students preparing to meet employers in 2020-2021 will definitely want to practice their interview skills virtually. Researching the employer and preparing to answer interview question 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. Whether you are interviewing for an Internship, Co-op or a full-time career start opportunity you will want to familiarize yourself with being on camera. Here are some tips to keep in mind as you prepare:

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.

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.

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.

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).

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.

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

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.

Helpful Link:

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

Interview Stream 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

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.
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** 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 11am – 1pm; however, hours are flexible.

**Employer in Residence** is a specialty employer event offered to Tennessee Tech students. The event is after hours, generally from 5:30-7:00pm and will be hosted in one of the Tennessee Tech Learning Villages located within university dorms. The employer may elect to bring or order pizzas or other refreshments for students and host a mini-info session sharing company information and opportunities with students. The Center for Career Development would promote the Employer in Residence event across campus targeting specific majors, if applicable. These events can also be tied to other recruiting efforts on campus, such as Careers n’ Coffee events or on-campus interviews.

**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 11am – 1pm; however, hours are flexible.

**Virtual Employer Spotlight** events offer employers an opportunity to connect with Tennessee Tech students in a convenient and casual way utilizing a virtual platform. The event is generally held in a two-hour block of time and representatives will be readily available in an online platform to converse with students while discussing their company and any positions they may be seeking. The event may be during the day or early evening, hours are flexible.

Visit EVENTS in Handshake for a full listing of Employer Specialty Events on campus.
EXPERIENCE: CO-OP

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.

Attend a Co-op Meetup information session to find out what your next step is in securing your Experiential Education experience!
**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](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  Bridgestone Americas Manufacturing*
ABB, Inc.*  Bridgestone Retail Operations
ABC Technologies  Bristol Tennessee Essential Services
ADTRAN*  Brookssource
Advanced Composites, Inc.  BWX Technologies, Inc.
Air and Hydraulic Equipment, Inc.  Campbell University
Airgas  Carlstar Group, The*
Alabama A&M University  CDE Lightband
Alliance-Bernstein  CE Power
AMERICAN Cast Iron Pipe Company  CereCore
American Constructors, Inc.  CGI
Analysis and Measurement Services  Chazen Companies, The
Anderson County Schools  Chemours*
Anderson Printing Solutions  Christman Company, The
Arnold Engineering Development Complex  Cisco
Associated Packaging, Inc.  City of Cookeville
ATC Automation*  City of Franklin
Austin Peay State University  City of Spring Hill, TN
Automation nth*  Civil & Environmental Consultants, Inc.
Auto-Owners Insurance Company  Clarksville-Montgomery County Schools
Averitt Express*  Clayton
Aviagen, Inc.  Clayton Homes*
AXA Advisors, LLC - Franklin, TN  Clinton City Schools
Axle Logistics  Coffee County Schools
B&R Industrial Automation  Collier Engineering Co. Inc.
Backer-Springfield  Colorado School of Mines
BAE Systems*  Colortech*
Baker DC, LLC  Combined Insurance
Barge Cauthen & Associates  Compass Group USA
Barnhart Crane and Rigging*  Connico, Inc.
BASF Corporation  Cooper Steel Fabricators
Bedford County Dept. of Education  Covance, Inc.
Belmont University  Crawford, Murphy & Tilly, Inc. (CMT)
Ben Lomand Connect  Creatrix, Inc.
Bennett & Pless, Inc.
Bernhard
Bledsoe County Schools - TN
Blount Partnership
BlueCross BlueShield of Tennessee
Bonnell Aluminum
Brasfield & Gorrie*
DeKalb County High School
Delta Faucet Company
DENSO*
Devry University
Dickson County Schools
Digital Dream Forge
Dominion Senior Living Group
Domtar*
DRiV Automotive, Inc.*
Drover Rideshare
Duracell
Dura-Line*
Dynetics
East Tennessee State University
Eastman*
Edmonds Engineering, Inc
Edward Via College of Osteopathic Medicine
EGSci Consulting, Inc.
Electric Power Research Institute*
Eli Lilly and Company
Emerald Youth Foundation
Emory & Henry College
Enfinity Engineering
EnSafe
Enterprise Holdings
Enterprise Solutions
ERC, Inc.
Eventbrite
EviCore Healthcare*
Farm Credit Mid-America
Fast Enterprises, LLC
Fastenal Company
Federal Highway Administration

Crouch Engineering*
Crowder Construction Company
Crunk Engineering, LLC
Cumberland County Board of Education - KY
Cumberland County Schools - TN
Cummins, Inc.*
DaVita, Inc.
General Electric
General Shale
Georgia Department of Transportation
Gestamp
Green Dot Public Schools - TN
GreenLeaf Industries
Gresham Smith
Grundy County Board of Education
H&R Agri-Power
Hale Construction, Inc.*
Hamilton County Schools
Hankook Tire USA
Haren Construction
Hayward Industries, Inc.
Hazen and Sawyer
HBD Industries
HCA
HCL America*
HDR, Inc.
Heritage Point*
Hethcoat & Davis, Inc.*
HMB Professional Engineers, Inc.
Hoar Construction*
Honda North America South HUB*
Hormann LLC
Huntsville Utilities*
Ingersoll Rand
Ingram Civil Engineering Group, LLC
Integrated Control Systems, Inc.
Intelometry Inc
International Fire Protection Inc.
Intuitive Research and Technology Corp.*
IWC Food Service
Federal Mogul*
FedEx Ground
First Freedom Bank
First Heritage Credit
Flowsserve Corporation
Franklin County School System
Franklin Special School District
Freed-Hardeman University
Fulghum, MacIndoe & Associates, Inc.
Garney Construction
KIRCHHOFF Automotive
Knox County Schools
Knoxville TVA Employees Credit Union
Knoxville Utilities Board
Komatsu America Corp.
Kraft CPA's, LLC*
L.B.J. & C. Head Start
LEAD Public Schools
Lebanon Special School District
Lee Company
Lennox Industries
Lenoir City Schools
Lhoist North America
Lincoln Memorial University
Lipscomb University
Logan Aluminum
Loudon County School
Macon County Schools - TN
Mahle*
Marelli North America Inc.
Martinrea
Marvin*
Mattern & Craig
MBI Companies Inc.
McKee Foods Corporation
Mercedes Benz U.S. International*
Mercer Health Sciences Center
Mesa Associates, Inc
Messer Construction Co.*
Metova, Inc.
Jackson Energy Authority*
Jacobs*
Jewelry Television
Joint Warfare Analysis Center
Jones Brothers Contractors, LLC
JR Automation
JTEKT North America Corporation*
KBM Enterprises, Inc
KIA Motors Manufacturing - GA
Kimley-Horn
Murray State University
NASA
Nashville Electric Service
National Aerospace Solutions, LLC
Naval Surface Warfare Center
Navy Talent Acquisition Group
Nemak
New York Life
Nidec; Kato Engineering
Nissan North America*
Nixon Power Services
Noble Education Initiative, Inc.
North American Stamping Group
Northwestern Mutual - TN
Nuclear Fuel Services
Nucor
Olin Corporation*
Osmad Continental
Otics USA
Overton County Schools
PANTEX/Y12 CNS
Panther Creek Forestry, LLC
Patterson & Dewar Engineers
Peace Corps
Penske Truck Leasing
PepsiCo
Perdue Farms
PerfectServe
Philadelphia Mining Solutions*
Pictsweet
Metropolitan Nashville Public Schools - TN
Middle Tennessee Electric Membership Corp
Milliken & Company*
Missouri University of Science and Technology
MJM Architects
MMC Contractors
Modern Woodmen of America
Modine Manufacturing Company*
Monroe County Board of Education
Morrison Industries
Mueller Industries, Inc.
Mueller Refrigeration, LLC
Murfreesboro City Schools
Ramboll US Corporation
Relatient*
Republic Finance
Revature
Richmont Graduate University
Roane County Schools
Robertson County Schools
Robins Air Force Base
Rogers Group Inc.
Rutherford County Schools - TN
S&H Systems, Inc.
S&ME, Inc
SAIC
Sanmina
Sargent & Lundy
Schneider Electric
SCI Technology, Inc.*
Sequatchie County Schools
Sherwin-Williams Company
SHIROKI North America, Inc.
Skanska USA, Inc.
Skender-Newton Realty
Smith County Board of Education
Snap-on Incorporated
Solvay
Sonoco Products Company

Pilot Company
PMI BioPharma Solutions
Powerex*
Precision Castparts, Structural division
PREMIER System Integrators*
Premier Tech Chronos
Progressive Savings Bank
ProviderTrust
Putnam County Board of Education
Qualified Staffing
Quality Manufacturing Systems, Inc.
QuantiTech
Railroad Consultants, PLLC
Toledo Molding & Die, Inc.
Toyota Boshoku America
Tractor Supply Company
TRANE
Trane Technologies
TRC Worldwide Engineering, Inc.
TREVECCA NAZARENE UNIVERSITY
TREVICOS
Trousdale County Schools
T-Square Engineering
TTI Floor Care
TTL, Inc.
Tullahoma City Schools
Twin Lakes
U.S Army Redstone Center
U.S. Army Corps of Engineers - Nashville
U.S. Army Recruiting Battalion TN and KY
U.S. Customs and Border Protection
U.S. Department of State
U.S. Space & Rocket Center
Union County Public Schools - TN
University of Kentucky
University of Louisville
University of Tennessee
University of Tennessee at Chattanooga
University of Tennessee Extension
South College
SSOE Group
SSR, Inc.
Sumitomo Electric Wiring Systems, Inc.
Sumner County Board of Education
Taco Bell
Tate & Lyle
Teknor Apex Company
Tencarva Machinery Company
Tennessee Comptroller of the Treasury
Tennessee Department of Children's Services
Tennessee Department of Transportation*
Tennessee Farmers Cooperative
Tennessee Highway Patrol
Tennessee Tech University
Tennessee Valley Authority*
Tennessee Wesleyan University
Williamson County Schools
Wilson & Assoc. Engineering and Surveying
Wilson County Schools
Wilson Sporting Goods
Wiser Consultants, LLC
Wold HFR Design
Wright Brothers Construction Company
WSP
Yanfeng Global Automotive Interiors
Yates Engineers and Construction
Youth Villages
ZF North America*

Upper Cumberland Electric Membership Corp
Urban Science
US Army Combat Capabilities Development
US Army Engineering and Support Center
US Navy Officer Programs Nashville TN
USDA/NRCS
Vanderbilt Mortgage and Finance, Inc.
Vertech
Viper Design, LLC*
Viskase Companies, Inc.*
Volkswagen Group of America
Wacker Chemical Corporation
Walgreens
Warren County Schools
WestRock Company
White County Schools
Whiting-Turner Contracting Company