Neogen protects the world’s food supply

Through animal healthcare products, to food safety solutions for dangerous bacteria, allergens, toxins, drug residues and much more, Neogen is there — from inside the farm gate to our dinner plates.

Come Grow With Us

Neogen is extremely proud of its record of sustained growth since its founding in 1982.
We are proud of all the advanced technology we have developed and acquired, and of our growth in each of our home communities.
But, more than anything, we are proud of the growth of our employees — both in the overall number needed to satisfy the demand for our products and services, and of individuals whose personal growth has seen them advance into positions of increasing responsibility and influence at Neogen. Being at the top of our game is an important key, so we offer our people continual training and technical support.

Neogen continuously strives to be a place where the best and brightest want to work, and to be the type of organization that our home communities want as a neighbor and preferred employer.

Neogen has thrived because its employees have thrived here.

Be part of a mission that matters.
Visit careers.neogen.com for a list of current job openings.
## TABLE OF CONTENTS

Welcome to the Center for Career Development ii
Job Fairs and Career Events for 2018-2019 iii

### Are You Career Ready?
- Are You Career Ready? 1
- Tools & Services 3

### Explore Majors & Careers
- Need Help Deciding on a Major or Career? You’re Not Alone. 4

### Gain Experience
- Discover Ways to Gain Experience 5
- More on Internships, Co-ops, and Part-Time Jobs 6

### Industry & Major-specific Career Guidance
- Career Consultants 7
- Showcasing Your Diversity 8
- Professional Tips for Graduate Students 9

### Develop Career Tools
- Curriculum Vitae Checklist 10
- Resume Checklist 11
- Resume Samples 12
- Cover Letter Checklist 15
- Cover Letter Template 16
- References 17
- Resume & Cover Letter Assistance 18
- Interview Checklist 19
- Interview Formats 21
- Interview Question Samples 22
- Career Readiness Competencies & Behavioral Interview Questions 23
- Dress for Success: Business Professional 25
- Dress for Success: Business Casual 26
- Handshake 27
- Code of Conduct 28
- Social Media Tips 29
- LinkedIn Profile Basics 30

### Prepare for the Search
- Get Started With Your Job Search 31
- Networking 33
- Career Fair Tips 34
- Salary Information 35

### Graduate School & Professional Programs
- Prepare for Graduate School 36
- Application Timeline 37

### Post Graduate Outcomes
- 2017 Survey of Recent University of Tennessee Graduates 38
- You’re Graduating, Where Are You Going? 39
- Past Recruiting Employers 40
In national surveys, college students report the number one reason for pursuing a higher education degree is to obtain a better job. The Center for Career Development (CCD) is an integral part of achieving that goal. In fact, our departmental mission is **To educate and empower students to achieve career success.**

We encourage you to engage with the center early and often, whether you are searching for a part-time job, writing a resume, choosing a major, preparing for an interview, and much more. From first-years to graduate students, our staff is available to assist you with developing and reaching your career goals. The center also serves employers in a variety of industries from local to nation-wide, connecting them with you for part-time jobs, internships, and full-time positions.

As you and your family invest time and money into your education, take the opportunity to seize hold of your career preparation. Use the **Tools and Resources** outlined in the next pages to understand what services are available. Review the **Career Readiness Competencies** that have been identified as the core skills employers expect from new college graduates. Seek experiences on campus and beyond that will help you gain these competencies and better position yourself for a post-graduation job or continuing education. Participation in internships, co-ops, research, campus leadership roles, and student professional associations are just some of the many opportunities you have at UT to prepare.

Finally, I stress the value of utilizing the Center for Career Development. Last year, nearly 18,000 students used our services in-person or virtually. Our events, from large, campus-wide job fairs to small panels with professionals working in industries of interest, provide students with opportunities! Take a moment to learn more about us on the following pages, at career.utk.edu, or by visiting the Wendy and Alan Wilson Career Development Suite on Level 2 of the Student Union. We look forward to helping you reach career success!
JOB FAIRS AND CAREER EVENTS FOR 2018-19

FALL EVENTS

Part-Time Job Fair
(W) August 29, 2018  2:00 PM - 5:00 PM
Thompson-Boling Arena Concourse
This event is held early in the fall semester and is perfect for students seeking part-time job opportunities.

FALL JOB FAIR WEEK

Engineering/STEM Job Fair
(M) September 24, 2018  3:00 PM - 6:00 PM
Thompson-Boling Arena
This fair is ideal for students/alumni who are majoring in Engineering or STEM majors and seeking full-time or internship opportunities.

Supply Chain Management Job Fair
(T) September 25, 2018  3:00 PM - 6:00 PM
Thompson-Boling Arena
This niche fair is for students majoring in Supply Chain/Logistics and Industrial Engineering seeking full-time or internship opportunities.

Business/Retail/Government Job Fair
(W) September 26, 2018  3:00 PM - 6:00 PM
Thompson-Boling Arena
This fair focuses on the business/retail/government industries and is for students/alumni who are interested in pursuing full-time or internship opportunities in these areas.

Agriculture (CASNR) Career Fair
(W) October 10, 2018  10:00 AM - 3:00 PM
Brehm Arena
A niche fair focusing on career opportunities, full-time and internships, for students in the College of Agricultural Sciences and Natural Resources.

Construction Science Career Fair
(R) October 11, 2018  9:00 AM - 12:00 PM
Brehm Arena
This event is focused on students in Construction Science, Civil Engineering and Landscape Architecture seeking internships or full-time opportunities.

Communication Job & Internship Fair
(W) October 17, 2018  TBD
Thompson-Boling Arena
This event targets students in Communication and Information seeking internship and full-time opportunities.

SPRING EVENTS

Spring Job & Internship Fair
TBD
This fair is targeted towards students of all majors and degree levels seeking full time employment and summer jobs/internship opportunities. Internships can be offered year round - not just during the summer.

College of Architecture and Design Career Day
(F) February 22, 2019  10:00 AM - 4:00 PM
Neyland Stadium - Terrace Level
This fair is for students majoring in architecture, landscape architecture and interior architecture seeking full-time, entry-level positions, internships, or summer jobs.

Education Job Fair
TBD
School systems from around the country recruit for various types of teaching positions.

Impact Careers Week
TBD
This program creates and enhances opportunities for students who are interested in working in careers that focus on social awareness, sustainability, cultural awareness, and innovation.
### Are You Career Ready?

<table>
<thead>
<tr>
<th>Competency</th>
<th>Definition</th>
<th>Need to Develop</th>
<th>Currently Developing</th>
<th>Excelling</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking/Problem Solving</td>
<td>Practice sound reasoning and analytical skills to make decisions and overcome problems</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oral/Written Communications</td>
<td>Articulate thoughts and ideas clearly to a variety of audiences and employ effective public speaking skills</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teamwork/Collaboration</td>
<td>Build collaborative relationships with coworkers and be able to work well in a team environment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Digital Technology</td>
<td>Leverage existing digital technologies ethically and efficiently to complete tasks; demonstrate effective adaptability to new technologies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leadership</td>
<td>Utilize the strengths of others to achieve common goals; use interpersonal skills to develop and motivate others</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professionalism/Work Ethic</td>
<td>Exhibit effective work habits such as punctuality, working productively, personal accountability, integrity, and ethical behavior</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career Management</td>
<td>Identify skills, strengths, knowledge, experiences, and areas of growth related to career goals; navigate job options and pursue opportunities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Global/Intercultural Fluency</td>
<td>Demonstrate openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people; understand individuals’ differences</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Adapted from the NACE Career Readiness Competencies
Career readiness is the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace.

<table>
<thead>
<tr>
<th>How have you developed this competency?</th>
<th>Goals for developing this competency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking/Problem Solving</td>
<td></td>
</tr>
<tr>
<td>Oral/Written Communications</td>
<td></td>
</tr>
<tr>
<td>Teamwork/Collaboration</td>
<td></td>
</tr>
<tr>
<td>Digital Technology</td>
<td></td>
</tr>
<tr>
<td>Leadership</td>
<td></td>
</tr>
<tr>
<td>Professionalism/Work Ethic</td>
<td></td>
</tr>
<tr>
<td>Career Management</td>
<td></td>
</tr>
<tr>
<td>Global/Intercultural Fluency</td>
<td></td>
</tr>
</tbody>
</table>
TOOLS & SERVICES

ASSESSMENTS
- Strong Interest Inventory
- TypeFocus

APPOINTMENTS
- Choosing a major/career
- Resumes and interviews
- Job and internship search
- Graduate/professional school planning

CLASSES
- Exploring Majors and Careers
- Career Strategies for the Arts/Sciences

IDENTITY-SPECIFIC RESOURCES
- Disability employment topics
- Diversity events
- Veterans Initiatives

CONNECTIONS
- Career Conversations panels
- Networking events
- VolTreks
- Career fairs

EXPERIENCE
- Internships
- Part-time jobs
- Service/Volunteer opportunities
- Research

FEATURED RESOURCES

You're here.
Where are you going?

Are You Career Ready?
NEED HELP DECIDING ON A MAJOR OR CAREER? YOU’RE NOT ALONE!

Data suggests more than one-third of students change their majors and less than 10 percent report knowing a great deal about their intended careers. The Center for Career Development can help!

Career Exploration staff members are available to guide you through the decision-making process including assessment feedback, decision-making, academic and career resources, exploring and evaluating options, and goal setting.

Jenny Ward
Associate Director
Career Exploration

Rob Morris
Assistant Director
Career Exploration

Erin Bennett
Career Counselor
Career Exploration

Visit career.utk.edu or call 865-974-5435 to learn more about our counseling appointments, career assessments, classes, and online resources!

2 Steps to Get Started Choosing Majors and Careers

1 Take an assessment:

You have online access to several assessments to help you consider your interests, personality, skills, and values. Individual appointments to review results, along with resources at career.utk.edu, will help you connect your results to UT majors and careers.

2 Do some Major and Career Research at career.utk.edu:

- Majors and Careers by Assessment Results – Evaluate majors and careers categorized by assessment results
- What can I do with this major? – Identify typical employers and strategies for entering more than 90 fields
- Occupational Outlook Handbook – Learn what they do, how to become one, job outlook, and similar occupations
- ONET – Browse by job family to compare work tasks, skills, education, training, and credentials
- Career One Stop – Search occupational profiles including industry growth and wage data by state
- Candid Career – Watch informational video interviews featuring industry professionals
- University Catalog - catalog.utk.edu - Review course descriptions and start an online portfolio of majors and classes of interest

Or you can register for Exploring Majors and Careers: COUN ED 205 and do it all!

(one credit, S/N grading)

This course is designed to help first- and second-year students and utilizes assessments to understand how your interests, skills, personality, and values relate to UT majors and careers. Hear from college advisors, conduct research, and learn decision-making and goal setting strategies. The course meets for seven weeks and is offered during fall and spring semesters. Contact: Jenny Ward at 865-974-5435 or jward@utk.edu for information.
DISCOVER WAYS TO GAIN EXPERIENCE

In addition to your major coursework, there are many ways to develop field specific knowledge and skills, to build professional connections, and gain valuable insight into your career choice.

<table>
<thead>
<tr>
<th>Work-based Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>• INTERNSHIPS</td>
</tr>
<tr>
<td>• CO-OPS</td>
</tr>
<tr>
<td>• PRACTICA</td>
</tr>
<tr>
<td>• STUDENT TEACHING</td>
</tr>
<tr>
<td>• CLINICALS</td>
</tr>
<tr>
<td>• FIELDWORK</td>
</tr>
<tr>
<td>• APPRENTICESHIPS</td>
</tr>
<tr>
<td>• PART-TIME JOBS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scholarship &amp; Academics</th>
</tr>
</thead>
<tbody>
<tr>
<td>• RESEARCH</td>
</tr>
<tr>
<td>• FELLOWSHIPS</td>
</tr>
<tr>
<td>• LIVING &amp; LEARNING COMMUNITIES</td>
</tr>
<tr>
<td>• SERVICE LEARNING</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>International &amp; Intercultural Engagement</th>
</tr>
</thead>
<tbody>
<tr>
<td>• STUDY ABROAD</td>
</tr>
<tr>
<td>• INTERCULTURAL CAMPUS ACTIVITIES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Leadership &amp; Community Engagement</th>
</tr>
</thead>
<tbody>
<tr>
<td>• STUDENT ORGANIZATIONS</td>
</tr>
<tr>
<td>• VOLUNTEERING</td>
</tr>
<tr>
<td>• LEADERSHIP DEVELOPMENT PROGRAMS</td>
</tr>
</tbody>
</table>

Explore these at career.utk.edu and experiencelearning.utk.edu
MORE ON INTERNSHIPS, CO-OPS, AND PART-TIME JOBS

Internships and Co-ops

Internships are one-time, pre-professional work experiences that allow you to explore and gain experience and connections in a field of interest. They may be done during the summer, in fall and spring semesters, or over longer periods such as six months. Internships may be paid or unpaid and for academic credit or no credit. You may even do more than one internship!

Cooperative Education (Co-ops) are full-time, paid experiential opportunities lasting an average of three to six months over the course of a semester and may include part/all of the summer. In some fields (e.g., engineering), the student may alternate between full-time, on-campus study and periods of full-time work.

Searching and Applying for Internships and Co-ops

In addition to opportunities hosted by your academic departments, visit career.utk.edu and relevant sections in this guide to learn about searching for opportunities with industry-specific career consultants, online resources, Handshake, networking, career fairs, and on-campus events.

Part-time and Seasonal Jobs

Part-time jobs allow you to earn money, explore career interests, and gain valuable skills. The key is to make sure you seek out jobs that are related to your goals. For example, if you are interested in becoming a teacher, you may work in an after-school program during the semester or a summer camp.

Two options to find Part-Time Jobs:

Federal Work-Study (FWS) is financial aid that is based on financial need and must be earned through student employment. Many job opportunities are available to eligible students on- or off-campus, and these experiences can be great sources of professional development. The University of Tennessee’s Office of Financial Aid administers work study money and assignments.

Student Job Location and Development (JLD) program: The Center for Career Development houses this federal program, which offers assistance to students who may not qualify for the federal work-study program but who choose to work at various student employment opportunities throughout the university and community.

Meet with our staff to discuss part-time employment. Call or visit the Center for Career development to schedule an appointment.

Part-time Job Fair: Conducted annually at the beginning of the fall semester. See calendar at the beginning of this guide for specific dates.
To better serve your job search needs, the Center for Career Development has established a College Consultant program. Each College at the University of Tennessee is represented in our office by a staff member/consultant who specializes in information on your particular major/college. Please feel free to contact our office at 865-974-5435 and make an appointment to meet your College Consultant.

**Mary Mahoney**  
mahoney@utk.edu

- Agricultural Sciences and Natural Resources  
- Architecture and Design  
- Education, Health, and Human Sciences

**Simone Stewart**  
ssstewa42@utk.edu

- Arts & Sciences  
- Social Work  
- Education, Health, and Human Sciences

**Leslie Poynter**  
lpoynter@utk.edu

- Communication and Information  
- Arts & Sciences

**Njyhalo Pavati**  
npavati@utk.edu

- Haslam College of Business majors

**Travis Greenlee**  
tgreen11@utk.edu

- Aerospace  
- Chemical  
- Civil  
- Computer Engineering  
- Computer Science  
- Mechanical  
- Electrical  
- Engineering Science  
- Environmental  
- Industrial Engineering  
- Nuclear  
- Reliability & Maintainability

**Kertesha Riley**  
kriley5@utk.edu

- STEM  
  - Science  
  - Technology  
  - Biomedical Engineering  
  - Math  
  - Nursing  
  - Pre-Health majors
SHOWCASING YOUR DIVERSITY

The Center for Career Development strives to educate and empower all students to achieve career success. As a staff, we seek to create a welcoming environment respectful of individuals' unique backgrounds, beliefs, and goals. We have a Career Development Coordinator for Disability, Diversity and Veterans Initiatives, an individual who specializes in identity-based career information to lead office outreach and inclusion.

Services offered include:

- Access to employers who are actively recruiting diverse students
- Job and internship opportunities through specialized recruitment events
- Federal employment programs for students with disabilities and veterans
- Disability-related career advising covering topics such as:
  - Self-advocacy skill development
  - Requesting reasonable accommodations in the workplace
  - The disability disclosure process
  - Your rights and responsibilities under the law
- Identity-related career advising covering topics such as:
  - Mentoring
  - Salary negotiation
  - Overcoming discrimination
  - Finding an inclusive employer
  - Translating military experience to a civilian resume
  - Identity-specific employment resources and programs

Wondering how your identity will influence your job search? Seeking an inclusive employer? Feel free to contact our center at 865-974-5435 and make an appointment.
TOP 5 PROFESSIONAL TIPS FOR GRADUATE STUDENTS

1. Preview

- **Possible opportunities in academia and industry** – envision yourself on different professional paths and compare to your values, skills, and interests.
- **Realities of the job market** – research the job market in your interest areas to know the trends and hiring needs.

2. Plan

- **Individual development plan** – knowledge of the skills and connections you have and those needed for desired career options allows you to be proactive with your goals and selective with your time.
- **Budgeting and savings** – starting now can allow for some flexibility during your job search.

3. Participate

- **Mentors** – seek out professional models that reflect your interests and needs.
- **Network** – build a professional network through individuals, organizations, conferences, and events - positive connections can keep you up-to-date and materialize into future collaborations, references, and/or job leads.
- **Experience** – develop needed skills and abilities and diversify your professional profile. Consider GRA/GTA, fellowships, internships, full- and part-time jobs, volunteering, presentations, etc.

4. Prepare

- **CV, resume, letters and statements** – maintain master documents along with several different versions reflective of your career interests. Get feedback from reliable sources such as mentors, faculty, and the Center for Career Development.
- **Interview skills** – practice interviews with a panel of professors or appropriate professionals, such as in the Center for Career Development.
- **Recommendations** – communicate with those who can speak of you enthusiastically and thoroughly. Approach them early and keep them informed during your job search.

5. Polish

- **Introductions** – develop your elevator pitch for your career and/or research goals.
- **Career competencies** – exemplify work ethic and demonstrate critical thinking/problem solving, communication, leadership/teamwork, and intercultural fluency.
- **Dress the part** – consider the attire and personal presentation of those in roles in which you aspire.
- **Social media and online persona** – use social media to your advantage, contributing positively and maintaining connections to your professional community.

The career and professional development process is not step-by-step, nor limited to your time as a graduate student. The process is life-long - it began long before you entered a graduate program and will most likely continue long after. We encourage you to be mindful of opportunities to practice these tips now and into your career. The following partners, in addition to your own departments, provide resources such as advising and consultation, workshops and networking events, and online materials that support graduate student career development:

- **Center for Career Development**
- **Graduate School**
- **University Library**
- **Tennessee Teaching and Learning Center**
- **Program for Excellence & Equity in Research (PEER)**
- **Center for International Education**

Industry & Major-specific Career Guidance
### Curriculum Vitae

The curriculum vitae (also referred to as the vita or CV) is a summary of one’s educational background and academic-related experiences and is used when applying for teaching and administrative positions in academia or for fellowships or grants.

Your CV should be long enough to thoroughly present all your qualifications in specific categories, which should be listed in order of relevance for the position you seek. While there is no universally accepted way to write a CV, here are some of the common components across disciplines:

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contact Information</strong></td>
<td>Full name, mailing address, phone number, and a professional email. On secondary pages, be sure to include your last name and the page number on each page of your CV.</td>
</tr>
<tr>
<td><strong>Educational Background</strong></td>
<td>List all earned academic degrees beginning with the most recent (exclude high school). Include name of institution, location, and dates of completed degrees/certificates.</td>
</tr>
<tr>
<td><strong>Teaching Experience</strong></td>
<td>List the courses, institutions, and dates where you have taught, and also include courses you are prepared to teach.</td>
</tr>
<tr>
<td><strong>Research Experience</strong></td>
<td>Include the name and location where the research took place and the advisor or faculty member that led the project. This section could include graduate research assistantships, post-doctoral fellowships, research projects, etc.</td>
</tr>
<tr>
<td><strong>Professional/Work Experience</strong></td>
<td>List any full-time or internship experience that is relevant to your field.</td>
</tr>
<tr>
<td><strong>Publications</strong></td>
<td>Include full bibliographic citations of your articles, monographs, research, book chapters, etc. with bold-faced font to highlight your name in the citation (publications “under review” and “in press” may be used if appropriate).</td>
</tr>
<tr>
<td><strong>Presentations</strong></td>
<td>Describe the talk title, name of conference, dates, and location – distinguishing between those presentations to which you were specifically invited and others.</td>
</tr>
<tr>
<td><strong>Academic Service</strong></td>
<td>List all departmental and university groups, committees, advisor positions or task forces which you served on.</td>
</tr>
<tr>
<td><strong>Awards/Honors</strong></td>
<td>List all fellowships, scholarships, grants, teaching or research awards and the name of the related institution and dates.</td>
</tr>
<tr>
<td><strong>Professional Affiliations/Memberships</strong></td>
<td>Include any memberships in professional organizations and significant appointment/election to positions on committees.</td>
</tr>
<tr>
<td><strong>Optional Categories</strong></td>
<td>These could include, but aren’t limited to: skills, foreign languages, foreign travel, thesis/dissertation committee responsibilities, academic advising, research activities, relevant skills, and grant writing/participation.</td>
</tr>
</tbody>
</table>

For more individual help with getting started and critiquing your CV, contact the Center for Career Development for an appointment with your Career Consultant at (865) 974-5435. To see examples in specific fields, visit our website at career.utk.edu.
# RESUME CHECKLIST

## 1. FORMAT
- Easy to scan through (not read)
- Concise (one page)-preferably
- Can use between ½” to 1” margins all the way around page
- 8.5 x 11 resume/bond paper (if printed)
- No colors or flashy font styles (10-12 pt font size)
- Looks professional, organized, and aesthetically pleasing

## 2. HEADING
- Name is largest font on the page (2-3 points larger than resume text) and typically centered
- Current address on left, permanent address on right (centered if you only use one)
- Phone number and professional/school e-mail address
- LinkedIn personalized URL (if you have a complete profile)

## 3. OBJECTIVE (Optional)
- States what type of job(s)/industry you are seeking, when, and geographic location
- No pronouns are used and no period at end

## 4. EDUCATION
- Only schools from which you received degrees are listed; high school removed after freshman or early sophomore
- Graduate school is listed first (if applicable)
- Degree(s) are spelled out (not abbreviated)
- List Major(s), Concentration(s), minor(s)
- Expected graduation month and year is included (may use dates attended by freshman thru early junior)
- Overall and major GPAs are included (if over 2.80)

## 5. RELEVANT COURSEWORK (Optional)
- List courses relevant to the job (not just in your major)
- Bullet format and columns if needed
- Spell out the name/subject of the course

## 6. EXPERIENCE
- Jobs/Internships are listed in reverse chronological order (most recent is first)
- Month and year started and ended are included ("Present" if still working)
- Include the city and state of the job location
- Include your job or internship title
- List major achievements and relevant skills developed/displayed in bullet point format - use desired position
description to determine relevant information to include
- Start each statement with an action verb
- Bullet point formula: "Skill-based Action verb + Task + Outcome or purpose"
- Utilize numbers and metrics when appropriate (Ex: which resulted in a cost savings of $1,500)
- More than one Experience section if needed to highlight relevant jobs/internships (e.g. Additional Work Experience)

## ADDITIONAL SECTIONS
(list in order of relevance)

### 7. HONORS & AWARDS
- Name of honor/award/scholarship is included (little or no description is needed)
- Dean’s list is included (3.7/4.0), # of semesters

### 8. COMPUTER & TECHNICAL SKILLS
- Software and languages are listed (if relevant)
- Begin with those that are relevant to the field or position and not every other applicant will know

### 9. ACTIVITIES
- Name of organization and any leadership positions listed with dates held
- Limited description of responsibilities/achievements in bullet points under leadership roles (similar to work experience format)

### 10. VOLUNTEER EXPERIENCE
- Name of organization is listed (limit description unless major project or achievements)

### 11. FOREIGN LANGUAGES
- Described as either “Fluent”, “Working knowledge” or “Familiarity with ...”

### 12. STUDY ABROAD EXPERIENCE
- Include location, school, and dates
- List or describe courses studied in bullet point format
- Describe any relevant projects in bullet point format
- Other international experience that included work, internship or volunteering is included in an appropriate Experience section

## OTHER SECTIONS TO CONSIDER
Licensures, Certifications, Relevant Projects, Job Shadowing, Achievements, Professional Associations, Presentations, etc.

---

*Develop Career Tools*
Sarah Jane Jones
1521 Cumberland Ave. • Knoxville, TN 37916 • (865) 595-0000 • jones@utk.edu

3 Objective
Sales Representative with a major manufacturer with opportunity to advance into management

4 Education
**The University of Tennessee, Knoxville**
Bachelor of Science in Business Administration, Marketing
Overall GPA: 3.2/4.0
Completed 12 hours in Retail and Consumer Science

7 Honors
Dean's list four semesters
Phi Chi Theta, Professional Women's Business Fraternity

6 Experience
**BELK**
Knoxville, TN
*Salesperson*
- Sell women's clothing and suggest appropriate accessories
- Conduct inventory; arrange displays of merchandise
- Received performance-based salary increases

**DILLARD'S DEPARTMENT STORE**
Nashville, TN
*Salesperson/Clerk*
- Promoted to salesperson after three months; sold clothing and accessories in Junior Department
- Designed and arranged displays for Back-to-School promotions
- Assigned to buyer for six weeks, included trip to New York market

**WALGREENS**
Knoxville, TN
*Cashier*
- Collaborated with store manager on orientation and assignments for new employees
- Oversaw cash drawer and made bank deposits
- Assisted pharmacist as needed

9 Activities
**American Marketing Association**, 20XX-present
*Vice President*, 20XX-XX
*Treasurer*, 20XX-XX

**Delta Delta Delta Sorority**, 20XX-present
*Panhellenic Representative*, 20XX-present
*Rush Chairman*, 20XX-XX
- Coordinated eight committees
- Increased membership by 20%

8 Additional Information
Financed 60% of college education through employment and loans
Familiar with Microsoft Word, PowerPoint, Excel, and Access
Working knowledge of Spanish
Traveled extensively throughout U.S. and Europe
Anita Jones
2000 Sunshine Ln., Knoxville, TN, 37921
(865) 123-4567 • AnitaJones92@utk.edu
www.linkedin.com/in/AnitaJones

EDUCATION
The University of Tennessee, Knoxville
Bachelor of Science in Mechanical Engineering
May 20XX
GPA: 3.25/4.00
Major GPA: 3.61/4.00

TECHNICAL SKILLS
- Knowledge in ANSYS
- Pro-e/Creo
- MATLAB
- C++ Programming
- C# Programming
- Microsoft Office Suite

ENGINEERING EXPERIENCE
Senior Design Project with DENSO
Knoxville, TN
August 20XX-May 20XX
Team Member
- Collaborated with team of four to improve waste removal, containment, and disposal of foreign materials by 4%
- Researched numerous products that are currently on the market for waste removal and recycling
- Designed, built, and tested three working prototypes that met employer specifications including size, weight, and energy usage
- Communicated monthly with representatives from DENSO Manufacturing to create a healthy and open communication channel

Norfolk Southern
Norfolk, VA
May 20XX-August 20XX
Carbon Reduction Intern
- Explored and research industry standards for carbon emissions
- Partnered with lead engineer to learn more about production processes; ultimately learning where carbon emissions were highest
- Created and designed four proposals within system operations that could reduce carbon production
- Built two of the four designs to further consider implementation and long term results

OTHER EXPERIENCE
Kroger Marketplace
Knoxville, TN
October 20XX-April 20XX
Cashier
- Recorded daily register totals to ensure accuracy of transactions
- Partnered with three other cashiers to provide timely and efficient checkout procedures

RELEVANT COURSEWORK
- Business & Prof. Communication
- Brand Management
- Thermal Engineering
- Business Software Application
- Sales Force Management
- Engineering & Waste Reduction
RESUME SAMPLE - EARLY COLLEGE

John Stephens
jstephens@utk.edu

Current Address: 1720 Melrose H-233
Knoxville, TN 37916 865-555-5555
Permanent Address: 5432 Red Rover Lane
Florence, SC 29553

Objective
To obtain a part-time job with the Knoxville YWCA

Education
The University of Tennessee, Knoxville
Bachelor of Arts in History
Minor in Business

West High School, Florence, SC
GPA: 3.25/4.00

June 20XX

Experience
Chick-fil-A, Knoxville, TN
Salesperson
- Assist up to 100 customers per shift in selection of items to ensure satisfaction
- Promote new menu items to customers in effort to increase sales
- Resolve customer complaints by effectively communicating
- Collaborate with a team of five to complete orders in a timely manner
- Prepare meals utilizing company quality control guidelines

Self-employed Child Care, Knoxville, TN
Nanny
- Provided care, safety, and nutrition for up to four children at a time, ages 0-14
- Demonstrated ability to handle emergency situations effectively
- Determined and implemented wide range of activities for different age levels
- Tutored children on various topics and aided them in completing school assignments

Activities
Pride of the Southland Marching Band
West High School Marching Band
1st Chair
- Led section of 10 students in learning songs and perfecting technique
- Provided assistance in developing music skills for fellow students

National Honors Society
Vice President
- Organized social events for over 100 members
- Planned fundraising events resulting in over $3,000 donated to charities
- Led meetings by preparing an agenda in advance and keeping students engaged

Additional Information
Leadership Excellence Scholarship Recipient
West High School Leadership Development Conference Speaker
Proficient in American Sign Language
Working Knowledge of Microsoft Excel, Word, and PowerPoint

Develop Career Tools
# COVER LETTER CHECKLIST

## 1. HEADING
- **Your Contact Information:** Name, address, phone number, email
- **Date:** month/day/year
- **Company Information:** Name of specific person or appropriate title (if available) and address
- **Formatting:** Matches formatting of resume heading

## 2. SALUTATION
- Dear title and name (e.g., Mr., Ms., Dr., or just first & last name if unclear)
  - If name is unavailable, includes title of relevant position (e.g., Dear Hiring Manager, Dear Search Committee, Dear Intern Coordinator)

## 3. CONTENT
- References the position of interest
- Identifies where you learned of the opportunity
- Indicates why you are interested in position and organization
- References your strongest, most relevant qualifications
- Identifies follow up actions (e.g., I may be contacted at...)

## 4. CLOSING
- Sincerely,
- Space down and include your signature
- Typed name below signature

## 5. VISUALS & FORMATTING
- Professional appearance: No typos, misspellings, improper grammar, slang, or informal language
- Formal/Business letter style format (see sample)
- Same font style and size as resume (10-12 pt)
- If printed, use 20 bond paper
- If emailing, uses body of email or attaches with a distinct title (e.g., name_cover letter)
221 Cumberland Avenue
Knoxville, TN 37916
May 17, 20XX

Mr. Fred Bower
Vice President of National Sales
Drexel Heritage Furnishings
3130 McGinnis Road
Drexel, NC 28619

Dear Mr. Bower:

First Paragraph. In the initial paragraph, state the reason for writing the letter, specify the position or type of work for which you are applying, and indicate from which resource (friend, employment service, news media, placement center, internet) you learned of the opening or received his/her/their name.

Second Paragraph. State why you are interested in the position, the company, its products or services, and, above all, indicate what you can do for the employer. If you are completing a degree or are a recent graduate, explain how your academic background qualifies you for the position. If you have had some practical work experience, point out specific achievements or unique qualifications. Highlight your strengths and achievements and state how they suit you for the position. Provide details and explanations that are not found on your resume. Indicate what you can do for the organization: do not inquire about what the organization can offer you.

Third Paragraph. Refer the reader to the enclosed resume or employment application that summarizes your qualifications, training, experiences, etc... Assure the employer that you are the person for the job.

Concluding Paragraph. In the concluding paragraph, indicate what you want to happen next, i.e., if you want an interview, then request a meeting. Indicate your flexibility, repeat a phone number (or add a different number where you can be reached during certain hours, if appropriate), and offer any assistance necessary to assist in a speedy response. Finally, close the letter with a statement or question that will encourage a response. For example, state that you will be in the city where the company is located on a certain date and that you would like to arrange a meeting. Or, if the company is local, indicate that you will call on a certain date to arrange for an appointment. Or, ask if the company will be recruiting in your area, or if any additional information or references would be helpful.

Sincerely,

Jane H. Smith

Enclosure
REFERENCES

- Prepare a page separate from your resume that lists the names, titles, addresses, and phone numbers of three to five professional references (e.g., current or former supervisors, faculty members, coaches, or advisors) to provide to a prospective employer if requested.
- Ask for permission to send out their name and contact information as a reference. If you have not talked to them in a while, be sure to contact them and reconnect.
- Send references a copy of your updated resume and cover letter and relevant information such as a copy of the job description or graduation program information.
- Choose a format that best fits your needs and preferences and matches your resume heading and format. Include their names, email and mailing address, phone number, job titles, employers, and relationship to you (e.g., former supervisor).
- Keep your references up-to-date on your progress and be sure to thank them after your search or your graduate school application process is complete.

Samples

Davy Crockett
County Road 23
Greene County, TN 37743
(423) 555-4234
davycrockett@utk.edu

References

Ms. Samantha Cunningham
Owner, Cunningham Family Farm
54 Country Road
Knoxville, TN 37919
(865) 555-3276
scunningham@cunninghamfarms.com

Dr. Jim Bob Tennessee
Associate Professor
Department of Animal Science
The University of Tennessee
100 Volunteer Blvd.
Knoxville, TN 37996
(865) 555-4444
jimbob@utk.edu

Mr. Smokey D. Dog
Owner, Smokey’s Cafe
67 Main Street
Greene County, TN 37743
(423) 555-2223
smokeydog@mansbestfriend.com

Carl Walter Young
55 Callaway Drive • Knoxville, TN 37919 • (865) 555-0022
cyoung@gmail.com

REFERENCES

Dr. Jim Bob Tennessee
Associate Professor
Department of Animal Science
The University of Tennessee
100 Volunteer Blvd.
Knoxville, TN 37996
(865) 555-4444
jimbob@utk.edu

Ms. Samantha Cunningham
Owner, Cunningham Family Farm
54 Country Road
Knoxville, TN 37919
(865) 555-3276
scunningham@cunninghamfarms.com

Mr. George Michael
Advisor, Students for the Betterment of Society
The University of Tennessee
100 Student Services Building
Student Activities
Knoxville, TN 37996-4010
(865) 555-9942
gmichael@utk.edu
Once you a draft of your resume/cover letter the next step is to have it critiqued. The Center for Career Development offers both Walk-In Critiques or Scheduled Critiques.

**Walk-In Hours**

- No appointment is necessary during one of these drop-in times, but it is on a first-come, first-serve basis.
- Sessions are roughly 15 minutes long.
- Bring a printed copy of your resume.
- Visit career.utk.edu for current walk-in hours.

**Appointments**

- For a more in-depth critique, you can schedule an appointment with a career consultant that is designated to your major area of study.
- Appointments roughly take between 30 minutes - 1 hour.
- To schedule an appointment, please visit Handshake, call (865) 974-5435, or stop by the CCD reception desk Monday-Friday 8:00 am - 5:00 pm.
INTERVIEW CHECKLIST

Before the Interview

Research the Organization

- **Position:** qualifications/characteristics/experiences, career paths, training/development
- **Organization:** mission/culture, products/services, customers/clients, size, location(s), competitors, market share/stock value/sales, new ventures/current trends
- **People:** name/role of interviewer

**Resources**
- position descriptions, organization's website and social media (e.g. LinkedIn), Glassdoor.com, Vault.com, CareerShift, chambers of commerce, industry publications, current news, libraries

Know Yourself

- What are your skills and accomplishments? Strengths and weaknesses?
- How do these qualifications relate to the position description?
- Why are you interested in the position? Organization?
- What examples can you use in interviews as evidence of your qualifications and interest?
- What questions should you ask to learn more and show interest?

**Resources**
- organization research, your resume, Career Readiness Self Assessment on page 1

Prepare for the Day-of-Interview

- **Questions & Answers:** Learn about various types of interviews and questions and how to give strong answers. Prepare an introduction, most relevant STAR stories, and questions for the interviewer. Conduct a practice interview with a consultant or on InterviewStream. (See page 22)
- **Questions for the Interviewer:** Prepare 3-5 questions about the job, organization, training, career field, and/or interviewer.
- **Professional Dress:** Review professional dress guidelines to make a good first impression.
- **Location:** Know how to get to the interview location and how long it takes at the time of your interview. Practice the technology and understand best practices if a virtual or phone interview.
- **Materials:** Print additional resumes, a list of references, work samples and transcripts (if needed). Carry a padfolio containing pen and paper for notes, questions, and resumes.

**Resources**
- practice interviews (InterviewStream or CCD appointment), the Interview Guide, career.utk.edu
INTERVIEW CHECKLIST

During the Interview

Be Prompt and Prepared
- Arrive 10-15 minutes early.
- Bring your materials neatly organized in your folio.

Make the First Impression Count
- Dress professionally and pay attention to personal grooming.
- Be polite and friendly to everyone you encounter at the organization.
- Give a firm handshake and smile!
- Avoid using your phone while at the organization. Be sure to silence it!
- Avoid nervous laughter, inappropriate conversations, and filler words (um, like, kinda, etc.)

Questions & Answers
- Answer questions relevantly and concisely. Think through unexpected questions to determine the qualification or characteristic the interviewer is looking for and your most relevant answer or STAR story.
- Ask questions from your list when prompted. Some may have been answered in conversation, only ask what has not already been covered or follow-up questions.

Closing
- Close by restating your interest. Be enthusiastic!
- Thank the interviewer and ask for a business card.
- Ask about the next steps (if not discussed yet).

After the Interview

Follow Up
- Send a thank you note (email or hand-written).
- Jot down information about the interview.

Evaluate
- **The Job/Company:** Are they a good fit for you? Pros vs. Cons?
- **Yourself:** Am I a good fit for the job? Organization? Were you prepared for the interview? Would you do something different next time?
INTERVIEW FORMATS

Depending on the type, size, and location of the organization, number of applicants, and your current stage in recruitment, the interview process, format, and question set can vary significantly from one employer to the next. Potential employers may utilize a mixture of the following:

- **Screening Interview**: short, first round of interviews that narrow down applicants for follow-up, in-depth interviews. While there are exceptions, these are often held on-campus or via phone/virtual.
- **On-campus**: organization visits the University to interview multiple candidates. Typically, these are screening interviews to select the most qualified candidates for advanced interviews in the organization’s offices. These are most often scheduled on Handshake or at career fairs and take place in the Center for Career Development – there will be some exceptions, so always check before the interview.
- **On-site**: organization hosts you at their location where you can see their facilities and meet multiple employees. These interviews can vary significantly. They range from a short, one-hour interview to a lengthy multi-day visit including travel and meals. Interviews may be individual or in groups, and you may be asked to prepare a presentation or other assessment in advance.
- **One-to-one**: you plus one (maybe two) interviewers.
- **Panel**: you plus a panel of interviewers. **TIP**: Be sure to make eye contact and involve all participants.
- **Phone/Online**: conducted via phone or online software (e.g., Skype, Zoom). Typically, these are screening interviews and/or are utilized when location and travel are not cost-effective or efficient. **TIP**: You still need to mentally and physically prepare yourself to be professional - be aware of your surroundings and distractions, body language, verbal cues, dress, and eye contact.
- **Group**: you plus a group of other candidates respond to prompted questions or other activities. **TIP**: Focus on positively participating and making your case rather than competing with the other candidates.

Three Main Question Styles

- **Traditional**: open-ended questions about background, interests, skills, and reasons for applying. **TIP**: Know your resume and how it relates to the qualifications and experiences. Be prepared to give details of various experiences.
- **Behavioral**: situation-based questions to evaluate skills, abilities, and interests and to assess candidate’s willingness to learn and adapt from both positive and negative experiences. These often begin with “Tell me about a time…” as the premise is that past behavior predicts future behavior on the job. (See pages 23 & 24) **TIP**: Provide concrete examples applying the STAR (Situation/Task, Action, Result) format.

<table>
<thead>
<tr>
<th><strong>STAR TECHNIQUE</strong></th>
<th><strong>EXAMPLE ANSWER</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Situation/Task</strong>: Concisely give the context and identify task/project that you performed.</td>
<td>Advertising revenue was falling off for my college newspaper. The Beacon, and large numbers of long-term advertisers were not renewing contracts.</td>
</tr>
<tr>
<td><strong>Action</strong>: Thoroughly describe the actions you took using “I” language and being specific to your actions and skills utilized. Be specific, avoid generalities.</td>
<td>I designed a new promotional packet to go with the rather sheet and compared the benefits of Beacon circulation with other ad media in the area. I also set up a special training session for the account executives with a Haslam College of Business Administration professor who discussed competitive selling strategies.</td>
</tr>
<tr>
<td><strong>Result</strong>: Summarize the specific results that were directly related to your actions.</td>
<td>We signed contracts with 15 former advertisers for daily ads and five for special supplements. We increased our new advertisers by 20 percent over the same period last year.</td>
</tr>
<tr>
<td><strong>Learned (if relevant)</strong>: Summarize what you may have learned from this experience and how you may have applied to future tasks.</td>
<td>I learned that listening to the customer’s needs and strict attention to detail are critically important in customer service.</td>
</tr>
</tbody>
</table>
- **Case**: problem-solving questions designed to evaluate how the candidate analyzes the circumstances, asks for information, and gets to an answer. **TIP**: Think out loud, use pencil and paper and ask clarifying questions, if needed.
INTERVIEW QUESTION SAMPLES

Commonly Asked Interview Questions

- Tell me about yourself.
- What are your long-range and short-range goals?
- Why did you choose this major? This career path?
- Why should I hire you?
- What motivates you?
- What is your greatest strength?
- What is a weakness you have?
- Why is your GPA not higher?
- What have you learned from participation in extracurricular activities?
- What do you know about our company?
- Will you relocate? Does relocation bother you?
- Describe your most rewarding college experience.
- Are you a team player?
- How would you describe yourself?
- What do you see yourself doing five years from now?
- Do you have a geographical preference? Why?
- What have you learned from your mistakes?
- Why did you seek a position with this company?

Interview Practice

One of the most effective ways to prepare for an interview is to practice. The Center for Career Development offers multiple ways for you to practice and hone your interviewing skills in realistic interview simulations.

Practice Interview Appointments

College Consultants and Peer Career Advisors also conduct in-person practice interviews for any student who wants to practice or prepare for an upcoming interview. Generally, the practice interviews last 45 minutes to one hour and they are excellent ways to gain some feedback and coaching about your interviewing performance. To schedule an appointment, please visit Handshake, call (865) 974-5435, or stop by the CCD reception desk Monday-Friday 8:00 am - 5:00 pm. Remember to bring a copy of your resume and an example job description to the practice interview appointment to get the greatest benefit from the experience!

InterviewStream®

InterviewStream® is an innovative tool that allows you to practice your interview skills from anywhere online as long as you have access to a webcam. InterviewStream® creates a realistic interview experience where you are asked challenging questions and must respond. The questions are the same questions you might get in a real job interview. You can use InterviewStream® whenever you want, as often as you want, to prepare for any employment opportunity. Visit career.utk.edu and click on the InterviewStream® logo. If you don’t have a webcam, you can schedule a time to use the program at the center by calling 865-974-5435.

INTERVIEWSTREAM®
<table>
<thead>
<tr>
<th>Competency</th>
<th>Definition</th>
<th>Examples of Behavioral Interview Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking/Problem Solving</td>
<td>Practice sound reasoning and analytical skills to make decisions and overcome problems</td>
<td>• Give an example of a time you used good judgment and logic to solve a problem.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Tell me about a situation where you had to deal with an upset customer, co-worker or group member.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Tell me about a difficult decision you have had to make and the reasoning you used to make the decision.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Tell me about a time when you worked in a situation where rules or guidelines were not explicit. How did you accomplish the task and what guided your decision-making process?</td>
</tr>
<tr>
<td>Oral/Written Communications</td>
<td>Articulate thoughts and ideas clearly to a variety of audiences and employ effective public speaking skills</td>
<td>• Describe a time in which you were able to influence someone’s opinion.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Tell me about a time when you successfully delivered a presentation. What made it successful?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Discuss an effective written document or report you completed. What made it effective and why are you particularly proud of it?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Tell me about a time when you did not communicate well. What did you learn from it?</td>
</tr>
<tr>
<td>Teamwork/Collaboration</td>
<td>Build collaborative relationships with coworkers and be able to work well in a team environment</td>
<td>• Tell me about a time when you successfully built and maintained a relationship with a coworker or client.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Describe how you have contributed to an organization’s or employer’s mission.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Tell me about a time when you worked on a team. What was your role and impact on the team?</td>
</tr>
<tr>
<td>Digital Technology</td>
<td>Leverage existing digital technologies ethically and efficiently to complete tasks; demonstrate effective adaptability to new technologies</td>
<td>• Describe a challenge you had in solving a technical or software related problem. What were your steps and what was the outcome?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Tell me about a time when you sought to develop technical skills with a software or tool. What was your learning process?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Provide an example of a time when you had to change how you work and adapt to a new technology.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Have you ever had to introduce a new process or technology to a group of people? If so, please explain your method.</td>
</tr>
</tbody>
</table>

Adapted from the NACE Career Readiness Competencies
<table>
<thead>
<tr>
<th>Career Readiness Competencies &amp; Behavioral Interview Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Leadership</strong></td>
</tr>
<tr>
<td>Utilize the strengths of others to achieve common goals; use interpersonal skills to develop and motivate others</td>
</tr>
<tr>
<td>• Give an example of a time you showed initiative and took the lead on a project.</td>
</tr>
<tr>
<td>• Give an example of a time when you motivated others.</td>
</tr>
<tr>
<td>• Tell me about a time when you delegated tasks to others. How did you decide what to delegate to different individuals?</td>
</tr>
<tr>
<td><strong>Professionalism/Work Ethic</strong></td>
</tr>
<tr>
<td>Exhibit effective work habits such as punctuality, working productively, personal accountability, integrity, and ethical behavior</td>
</tr>
<tr>
<td>• Give an example of a time you set a goal and the steps you took to achieve it.</td>
</tr>
<tr>
<td>• Tell me about a time when you went above and beyond to get the job done.</td>
</tr>
<tr>
<td>• Tell me about a time when you had several obligations and had to prioritize your time. How did you decide what to prioritize? Were you successful?</td>
</tr>
<tr>
<td>• Give an example of a time when you tried to accomplish something and failed. How did you handle the situation?</td>
</tr>
<tr>
<td><strong>Career Management</strong></td>
</tr>
<tr>
<td>Identify skills, strengths, knowledge, experiences, and areas of growth related to career goals; navigate job options and pursue opportunities</td>
</tr>
<tr>
<td>• Tell me about a time when you have received feedback from others. What did you learn and how have you utilized it?</td>
</tr>
<tr>
<td>• Give an example of a time when you have acted with integrity in a job or organization.</td>
</tr>
<tr>
<td>• What have you done during your time in college to become better prepared for your career?</td>
</tr>
<tr>
<td>• Tell me about a professional accomplishment you are proud of.</td>
</tr>
<tr>
<td><strong>Global/Intercultural Fluency</strong></td>
</tr>
<tr>
<td>Demonstrate openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people; understand individuals’ differences</td>
</tr>
<tr>
<td>• Tell me about a time when you recognized and overcame your own biases.</td>
</tr>
<tr>
<td>• Give me an example of a time when you have worked with people who have different beliefs and values than you.</td>
</tr>
<tr>
<td>• Give an example of a time when you showed inclusivity of others.</td>
</tr>
</tbody>
</table>

Adapted from the NACE Career Readiness Competencies
DRESS FOR SUCCESS: BUSINESS PROFESSIONAL

**Appropriate attire for interviews and job fairs**

These are general dress guidelines. Standards of dress may vary between industries and companies. Always research prior to an interview to adhere to company culture, when in doubt dress business professional.

**GROOMING**
- Hair and facial hair should be neatly styled
- Nails should be clean
- No heavy cologne or perfume
- Natural style makeup

**ATTIRE**
- Matching, two-piece dark colored suit (navy, charcoal, black- solid or light stripes)
  - Jacket sleeve length should fall 1/2 inch below wrist
  - Sleeve of shirt should extend 1/2 inch beyond the suit jacket sleeve
  - Pant leg should touch the front of the shoe and fall above the heel in the back
  - Skirt should be knee length when standing and thighs covered when seated
  - Suits usually have tacking stitches to hold blazer vents and pants pockets in place before purchase; make sure these are removed
- Conservative tie or bow tie- no flashy designs or colors
- Dress shirt or blouse with a conservative neckline (mild/neutral color)
- All clothes ironed

**ACCESSORIES**
- Conservative accessories; no flashy designs or jewelry
- Carry a padfolio, professional bag, or simple purse

**SHOES**
- Polished dress shoes, flats, or heels
- No sneakers or open-toed shoes
- Dark or neutral dress socks or pantyhose

**Trans Professional Dress Tip:** Whether to dress according to traditional, cisgender norms or wear clothes that allow you to express your gender identity can be a difficult decision and will likely be impacted by the employer or industry. For organizations that are more LGBTQ-inclusive, you may feel comfortable wearing clothes typically associated with your gender identity. Some candidates may choose to dress in gender-neutral, androgynous clothing. Utilize resources like the HRC Corporate Equality Index (hrc.org) to get a sense of how open and accepting a company is. Career Consultants are also available to talk about your specific situation.
DRESS FOR SUCCESS: BUSINESS CASUAL

Appropriate attire for information sessions and other less formal employer events

These are general dress guidelines. Standards of dress may vary between industries and companies. Always research prior to an interview to adhere to company culture, when in doubt dress business professional.

GROOMING

- Hair and facial hair should be neatly styled
- Nails should be clean
- No heavy cologne or perfume
- Natural style makeup

ATTIRE

- Dress shirt, polo shirt, sweater, or blouse
- Ties are optional
- Chinos or dress pants
- Dresses or skirts should be knee length when standing and thighs covered when seated
- No jeans, shorts, sundresses, or athletic wear
- All clothes ironed

ACCESSORIES

- Conservative accessories; no flashy designs or jewelry
- Carry a padfolio, professional bag, or simple purse

SHOES

- Oxfords, derbys, loafers, flats, wedges, or heels
- No sneakers

Trans Professional Dress Tip: Whether to dress according to traditional, cisgender norms or wear clothes that allow you to express your gender identity can be a difficult decision and will likely be impacted by the employer or industry. For organizations that are more LGBTQ-inclusive, you may feel comfortable wearing clothes typically associated with your gender identity. Some candidates may choose to dress in gender-neutral, androgynous clothing. Utilize resources like the HRC Corporate Equality Index (hrc.org) to get a sense of how open and accepting a company is. Career Consultants are also available to talk about your specific situation.
HANDSHAKE

Handshake, the University of Tennessee’s job and internship platform, connects students to thousands of jobs, internships, and employers using simple and powerful search tools and alerts. You can quickly access your account by logging in at career.utk.edu.

To maximize Handshake’s potential in your job or internship search, be sure to use the following tips when you are logged in to your Handshake account:

**Update your Profile**
- Click the “My Profile” tab on the left-hand side.
- Edit your primary education section with your major(s), GPA, and expected graduation date.
- Use the “Upload Resume” tool to autofill your profile from your resume.
- Add copies of your resume/cover letter/transcript to the “Documents” section for easy access.
- Stand out to employers by filling out the various sections of your profile and upload relevant work samples.

**Employer Search**
- Click the “Search Employers” tab on the left-hand side.
- Search for employers by name, locations, employer type (size/public/private/government), or industry.
- On the employers’ Handshake page, view any current jobs/internships they have posted, upcoming campus events they are attending, and on-campus interview opportunities.
- Once you find an employer of interest, you can click “favorite” in the upper right-hand corner of their employer page. You will then receive updates when they post a new job, internship, or event on-campus.

**On-Campus Interviews**
- Click the “On-Campus Interviews” tab on the left-hand side.
- Search for and select the company of your interview.
- Most companies only allow you to sign up for an interview after a pre-selection process. If you are selected, you will be able to sign up for a time on their interview page.

**Events Tab**
- Click “Search Events” on the left-hand side.
- See career workshops, employer panels, and online events hosted by the Center for Career Development.
- Information sessions hosted by employers on campus will also be listed under the events tab.
- Click “Search Fairs” on the left-hand side to see information specifically about upcoming careers on campus.
- When you have clicked on a career fair, click on “View All Employers” to see who will be attending. Click “View Details” under an employer’s name in the list to learn more about the company, job openings they have posted on Handshake, and more.

**Job/Internship Search**
- Click the “Jobs & Internships” tab on the left-hand side.
- Under “Job Type”, select job or internship.
- Narrow down the results using filters including location, major, and job function.
- Click “Show Advanced Options” for more options, including filters for remote work and U.S. work authorization.
- Select “Match All Employer Preferences” to only see positions for which you are fully qualified based on major, GPA, graduation date, and work authorization.
- Favorite jobs/internships from the homepage and view those favorites by clicking “My Favorite Jobs” at the top.
- Save the search by selecting “Save these filters,” then select the four lines by your filter and select “Make Default”.

*Develop Career Tools*
CODE OF CONDUCT

The Center for Career Development has policies and procedures established for the job and internship search to provide a basis for ethical conduct. Please keep in mind these policies are in place to protect you and the employer. Unprofessional behavior by students hurts the center's reputation and the University's reputation with employers, which can ultimately deny students recruiting opportunities.

Interview “No Show” and Late Cancellation Policy

Submitting a resume requesting an interview and scheduling an interview are formal commitments to the employer. If you are selected for an interview for which you submitted a resume, you are committed to scheduling an interview and showing up for the interview unless a legitimate reason arises.

A “No Show” is defined as someone who:

1. Submits a resume expressing interest for an interview and is selected by the employer for an interview, but fails to schedule an interview time.
2. Schedules an interview with an employer and does not show up for the interview.
3. Cancels an interview less than 24 hours before the interview.

If you violate the No-Show policy, your Handshake account will be deactivated and your On-Campus Recruiting privileges will be suspended. In order to reinstate your account, you must meet with Assistant Director Mary Mahoney.

Acceptance Policy for Permanent and Internship Jobs

After accepting a job offer, you should NOT continue to interview. You must notify the Center for Career Development of your acceptance and cease further activity.

Accurate Representation Policy

Always provide accurate information during the job search process. Do not falsify work experience, GPA, dates, eligibility, leadership roles, etc.

Graduate Placement Survey

All students graduating in Academic Year 2018 - 2019 will be required to complete a Post-Graduate Survey in order to maintain access to the Handshake system as Alumni. You will be contacted via email following your graduation to complete this survey. Prompt response to the Survey will guarantee that your account will not be suspended.

Conclusion

This policy is in place to protect you, the student. No-shows hurt the University’s reputation with employers and deny other students an interview spot of which they might have taken advantage. We will do everything we can to work with you, but we ask you to be responsible and avoid No-Shows. If you have questions about this code, please contact the center at (865) 974-5435.

Important Note

The Center for Career Development and the Handshake system serve as a referral source for jobs and other opportunities and generally cannot make specific recommendations regarding off-campus employers. The center makes no guarantees about the positions listed by the office. The center is not responsible for safety, wages, working conditions, or any other aspects of off-campus employment. While we expect employers to adhere to ethical standards, we are not able to research the integrity of each organization or individual that lists a job with us. Students and alumni are urged to ask good questions and use common sense when applying for any job or internship, particularly with respect to employment in a private home or other opportunities not affiliated with an established public or private sector organization. We encourage you to research prospective employers using resources made available by the center, as well as other tools, such as the internet.

The Center for Career Development provides opportunities for University of Tennessee students and alumni to develop job-search skills and provides resources to help identify potential employment. The center does not guarantee job placement for students nor for alumni.

Please contact the center with questions or concerns, if you believe any employer listing jobs or internships on Handshake has misrepresented opportunities or has otherwise engaged in unethical conduct concerning recruitment or employment practices.
SOCIAL MEDIA TIPS

LinkedIn

LinkedIn is a professional networking site that helps people find and share opportunities. You can connect with and keep up-to-date with your network, which is key when job searching. You can also find alumni groups, job postings, company information, and much more. To create your profile, visit www.linkedin.com. Your LinkedIn profile is the resume every potential employer will see. Even if you don’t use LinkedIn on a regular basis, the people looking to hire you will. See LinkedIn Profile Basics for information on creating your profile on page 30. Join groups to network and establish yourself as a voice in your field. Research the influencers in your field and model your profile layout after them.

Facebook

The fact that Facebook has more than 600 million active users is a good enough reason to use it as a job search and networking tool. Many businesses that know the power of the web are already there. Another thing that you should note as a job seeker is that many recruiters are constantly scouring social networking sites to reach out to potential candidates, and Facebook is a platform they don’t ignore. If you are thinking of using social sites as a job search tool, you should definitely have a presence on Facebook. When you search for a particular term on Facebook, you can narrow it down to people, pages, groups, link, etc. which give you a wide range of options as to who to network with and reach out to. Two very important features of Facebook are “Facebook Pages” and “Facebook Groups”. These features allow you to join a group of people with similar interests, or simply provide an opportunity for you to learn more about a company or connect with recruiters via Facebook.

Twitter

More people are using Twitter to find jobs. Not only are people on Twitter to look for jobs, but employers are also looking for people to hire. Some are on Twitter specifically to recruit. Connect with people in the companies and jobs that you are looking to get into, tweet questions you may have in your field, use Twitter search to look for jobs that are tweeted using keywords that pertain to what you are looking for, tweet that you are job hunting, etc. Try searching for and using these hashtags: #jobs, #hiring, #tweetmyjobs, #careers, #jobposting, #employment, #recruiting, #jobsearch, #joblisting.

Email

Many use this form of communication in a highly informal manner. The first rule of thumb is - Think before you write. Just because you can send information faster than ever does not mean that you should click the “Send” button as quickly as possible. Keep your messages concise. The screen only shows about one half of a hard-copy page. Save longer messages and formal reports for regular or overnight mail. However, do not keep your text so short that the reader has no idea what you’re talking about.

Do NOT TYPE IN ALL CAPS! It may appear that you are yelling. Additionally, do not type in all lowercase. Know that professional communication must be professional and if you violate the rules of grammar and usage, you make it difficult for the reader to interpret your message.

The subject line is important. Use it to get the reader’s attention. Replace vague lines (My Resume or Publishing Job) with clear statements.

Proofread your message. We recommend that you also use a spell and/or grammar checker. You do not want to damage your credibility with a misspelled word.

Need help with creating a professional presence online?

OIT training staff can help you put your best foot forward with social media and other technologies. Learn how to set up your LinkedIn account, get a one-on-one consultation on your profile, and learn the software to design your resume or personal website. Check out what OIT has to offer at oit.utk.edu/training.
LINKEDIN PROFILE BASICS

☐ PHOTO
It does not need to be a fancy, professionally taken photograph, just make it friendly and appropriate. Keep your field in mind, matching your style with the appropriate style of your field.

☐ BACKGROUND IMAGE
It's a good idea to change the background image from the default blue lines to something that reflects your industry or your personality.

☐ HEADLINE
Share any interests you are enthusiastic about and the exciting projects you want to accomplish in the future, but don't be too cute or too personal.

☐ SUMMARY
Tell people your motivations, talents and skills. Consider sharing your plans for future projects.

☐ EXPERIENCE
List any jobs you have held or are currently holding, including both full-time and part-time employment. You will also want to share specific accomplishments that you have achieved.

☐ EDUCATION
Beginning with your college and university experience, please list all of the educational experiences you have had, including summer programs and certifications.

☐ SKILLS & EXPERTISE
In this section you will want to highlight several of your skills so your connections can endorse you. (Start with at least 5)

☐ PROJECTS
Consider adding your most meaningful projects to this section such as a senior capstone, research, etc. Share what you did and how you did it. Connect with the people you worked with and those who mentored you.

☐ HONORS & AWARDS
List the honors and awards you have received; consider adding a brief sentence to clarify what the award was for.

☐ ORGANIZATIONS
List professional and student organizations you are a part of; include meaningful projects and accomplishments.

Add new profile section

Background
☐ Work experience
List your work history including any contracts or internships.

☐ Education
Get more profile views by adding your school.

Skills
☐ Skills
Showcase your strengths as a professional.

Accomplishments
☐ Projects
Add compelling projects to demonstrate your experience.

☐ Honors & Awards
Feature the recognition you’ve earned.

☐ Organizations
Show your involvement with communities that are important to you.

Adapted from the LinkedIn Profile Checklist
GET STARTED WITH YOUR JOB SEARCH (5 STEPS)

1 Target your Search

Identify your desired career field(s), job function/title(s), and location(s) that meet your interests, qualifications, and values.

- **Career Field:** This is broadly defined as the type of industry or organization. You might target these based on your knowledge areas and interests or due to high availability of targeted job functions/titles or within a desired location. (e.g., nonprofit, entertainment, education, healthcare, technology, law, finance, etc.)
- **Job Function/Title:** This is a specific role within an industry or organization. One industry or organization may have a variety of roles. Target these based not only on your interest, but also the skills and experiences you have gained that meet the requirements to do this work. (e.g., teacher, accountant, legal assistant, event planner, recruiter, social media coordinator, data analyst, etc.)
- **Location:** Location is dependent both on your personal values and availability of the job or relevant organizations in that area. You may target a specific city, region, or country; a particular industry hub; or a location near family.

2 Identify Potential Opportunities

Create an ongoing list of organizations that meet your criteria and explore their relevant positions, hiring process, and opportunities to connect.

**Major and Industry Specific Resources**

- **Career Consultants:** Meet with a Center for Career Development Career Consultant to help you identify your strategies. (See page 7)
- **Major and Industry Specific Exploration Resources:** Consultants have compiled resources by industry at career.utk.edu.

**Online Databases**

- **Handshake:** Search for organizations, jobs and internships, and events exclusive to UT students. Handshake is used for on-campus interview scheduling. (See page 27)
- **LinkedIn:** Follow organizations of interest and identify connections and jobs. (See page 30)
- **CareerShift:** Search jobs and organizations by industry. You can also identify alumni connections. Visit career.utk.edu or Handshake for free student access.
- **Vault:** View rankings and reviews of organizations and expert career advice including exploration and research, sample interview questions, resumes, cover letters, and more.

**On-campus Recruiting**

Organizations visit campus to meet students at events such as career fairs, Career Conversations, panels, and on-campus interviews. Recruiting begins in early fall and spring - view these opportunities on Handshake (See page 27). You may also view a list of organizations that have participated in on-campus recruiting in past years in the Post Graduation Section.

- **Career Fairs:** Various general and major/industry specific career fairs are hosted throughout the year. (See page iii)
- **On-campus Interviews:** Organizations post opportunities, schedule interview dates, and select applicants through Handshake to interview at the Center for Career Development.
- **On-campus Events:** Events, such as employer information sessions, Career Conversations, panels, etc., are hosted throughout the year. See career.utk.edu for updated events calendar.
GET STARTED WITH YOUR JOB SEARCH (5 STEPS)

Alumni

Alumni are an excellent source for advice and career information based on their own career path. You can explore opportunities to connect with alumni at Center for Career Development hosted programs such as VoL-to-Vol and in the Professional Career Guide Directory, city-based alumni chapters, and local networking events hosted by the Alumni Association - visit alumni.tennessee.edu.

Other Networking Opportunities

- **Social Media:** Many organizations utilize their own pages in LinkedIn and other media. You can follow them to stay current on news and opportunities. *(See page 29)*
- **Experiences:** Connections you make in experiences, such as internships, can provide expert career advice, make referrals, and offer their own opportunities. *(See page 5)*

3 **Apply!**

Use the resources in this guide and at career.utk.edu to create excellent career tools such as resumes, cover letters, and career profiles, and to develop strong interviewing and etiquette skills.

4 **Keep Track and Evaluate**

Be sure to keep track of your applications, next steps, and outcomes so that you can evaluate your strategies, make appropriate adjustments, and decide on offers.

5 **Decide and Accept**

Review full compensation and other criteria to determine if you will accept or decline offers. After accepting an offer, withdraw from any other searches for which you are seriously being considered (i.e., those that have progressed past the initial application phase). This is a courtesy to the recruiter and to others who are interested in the position.

Uncertain?

*Meet with your Career Consultant or explore ideas at career.utk.edu.*
Networking is the process of gathering helpful information to research career paths and develop future job leads from personal contacts and actual professionals in your field of interest. Studies show that only 20% of jobs are actually posted—leaving 80% to be discovered or developed. Therefore, networking is the #1 way most people actually find a job or internship.

5 Steps to Get You Started

1. Develop your list of current and potential contacts:
   - Friends, family, and neighbors
   - Supervisors and colleagues (past and current)
   - Faculty, administrators, other students, and alumni
   - Contacts in your campus and community activities
   - Connections met at on-campus recruiting events
   - Members of professional organizations and career societies

2. Do some research on the industry:

   Do some research on the industry and the potential contacts using LinkedIn, CareerShift, Handshake, Vault, and other industry-specific websites at career.utk.edu.

3. Create or update your career tools:

   Create or update your career tools and online networking profiles to present your best image and accomplishments (e.g., resumes, LinkedIn, portfolio, blog, social media sites, etc.)

4. Develop your 30-second Introduction:

   Think about your education, interests, skills, and values along with the industries, locations, and types of jobs that interest you. Consider how you your contact relates and how they might assist you.

   **Example:**

   Hi, I’m Mary Jones. I’m a psychology major at the University of Tennessee and I’m interested in the field of human resources. I became interested in human resources last summer when I interned at XYZ Company and got to know the Human Resource Director there. I found her job very interesting. She worked in all aspects of employee relations and hiring. When I returned to school this fall, I decided to add a business class and joined the Human Resource Management Association. Next semester I will begin taking courses as a management major and I hope to obtain an internship in human resources next summer.

5. Activate your Network:

   Networking opportunities present themselves in a variety of ways, ranging from spontaneous encounters to planned events such as on-campus career fairs. You will want to be prepared to respond effectively in those spontaneous conversations, but also to take steps to create opportunities to connect by reaching out and by participating in career programs.
CAREER FAIR TIPS

Before

• Dress to impress! (Business casual or better)
• Get your resume reviewed.
• Print out several copies of your resume on resume paper.
• Invest in a professional portfolio to carry your resume copies, paper and a pen.
• Do your research:
  Look at the list of employers attending on Handshake.
  Build your Top 10 list.
  Research your top companies.
  Nothing impresses an employer less than an interviewee who asks “So what do you do?”.
• Prepare and practice your elevator pitch.

During

• Pause and take a deep breath when you arrive.
• Make a lap and scope out the companies.
• Look for a map.
• Choose a “practice” organization to talk to first.
• Focus on what you can offer the organizations at each visit (not what they can do for you and your career).
• Take notes after speaking to an organization:
  Name of representative you spoke with
  Any follow up-directions
  Contact information
• Don’t forget to say thank you!

After

• Reflect on organizations you spoke with.
• Follow up!

See dates for career fairs and other upcoming events on pg. iii and at career.utk.edu.
SALARY INFORMATION

What is the salary range for someone with your education and experience? Salaries can depend on the job and the geographic location. The following links will help you investigate how job salaries or offers compare to those surveyed. Along with researching salary, researching the cost of living of potential employer locations is important.

Salary Calculators

- Job Seekers Salary Calculator (http://www.jobsearchintelligence.com/etc/jobseekers/salary-calculator.php)
- Salary.com (http://www.salary.com)
- Homefair.com (http://www.homefair.com/real-estate/salary-calculator.asp)
- BankRate (http://www.bankrate.com/brm/movecalc.asp)

Salary Surveys & Resources

- CareerOneStop (http://www.careeronestop.org/SalariesBenefits/SalariesBenefits.aspx)
- Jobstar (http://jobstar.org/tools/salary/index.php)

Salary Negotiation

Many new college grads only have a vague idea of what they want and need in terms of the money they'll earn with their first job. Here are some tips that you should keep in mind.

- **Plan Ahead:** Before the interview, research the company's salary ranges and benefits. Think about what you want from the job, both salary and benefits.
- **Don't agree too quickly:** The employer may offer the job and salary simultaneously. Never say yes right away. Instead, tell them that you will think about the offer and will get back to them within a certain time frame.
- **Everything Counts:** When calculating your salary, remember to include the value of benefits, such as bonuses, commissions, health insurance, flexible spending accounts, profit sharing, paid vacation, and stock offerings.
- **Do Your Homework:** The best way to know what you should be making is to see what others in your position make. You can also check with trade associations or browse through other job postings to see how your salary compares to others.
- **Don't Get Personal:** The employer doesn't care about student loans, etc. Your salary will be based on the hirer's assessment of three things: Your ability to do the job, the organization's budget, and market rates for your job.

"I have an offer but am still waiting on another...now what?"

- **Stall:** Take time to think about opportunities before deciding. Ask for more time or get the offer in writing. Employers are expected to give you due diligence to make a decision (one week minimum).
- **Contact other employer:** Inform them of the situation and see if they can speed up their process or let you know where you stand.
- **Don't burn bridges!** There are major ethical considerations if you renego on offer. You represent your peers and the University of Tennessee. See Code of Conduct on page 28 for specifics.

Cost of Living

Along with researching salary, researching the cost of living of potential employer locations is important. As you may know, the cost of goods may vary greatly between two cities. "Cost-of-Living" is usually considered as the composite cost of groceries, housing, utilities, transportation, health care, clothing, and entertainment within a city. The ACCRA (www.accra.org) collects data to produce a comparable index; however, many non-profit and for-profit organizations charge for up-to-date "Cost-of-Living" reports.
PREPARE FOR GRADUATE SCHOOL

When appropriate, graduate or professional school can have significant impact on your future career, but is also a significant investment of time, energy, and financial resources. Reflect on your career goals and research your options to help you decide when and where advanced education is right for you. Use these resources at career.utk.edu or pick up a copy of the Admissions Guide for Graduate School to help you as you explore your options, prepare, and apply to graduate school. Career Consultants are also available by appointment to help with each stage of this process.

Tips for Getting Started

Meet with your Center for Career Development Career Consultant early in the process.

- Discuss your career objectives and goals for graduate school.
- Get help answering questions about the various parts of the application process, including admission essays or personal statement reviews.

Attend annual Center for Career Development sponsored and other Graduate School events.

- Look for events during graduate school prep month in October and other opportunities throughout the year.

Gaining Admission into Graduate School

(T) October 16, 2018 4:00 PM - 5:30 PM
Hodges Library Auditorium
Learn how to set yourself apart in the graduate admissions process. Topics include choosing where to apply, timelines, GPA and test scores, essays and much more!

Additional Graduate School Resources

- GradSchools.com (http://www.gradschools.com/)
- Graduate Guide (http://www.graduateguide.com/)
- Peterson's Graduate Search (https://www.petersons.com/graduate-schools.aspx)
- PhDs.Org (http://www.phds.org/)
APPLICATION TIMELINE

The following timeline relates to those who plan to attend graduate school soon after graduation. If you are one of the many who choose to take gap years before attending, meet with a Career Consultant to discuss how you might adjust this timeline to fit your goals.

Freshman-Sophomore Year

- Engage in career explorations activities to identify potential career paths.
- If you are pursuing areas such as law, medicine, or veterinary sciences, identify the typical prerequisite courses needed for graduate school.
- Meet with a Career Consultant to discuss ways to build your resume freshman and sophomore year.

Junior Year - Summer Before Senior Year

- Finalize the type of graduate program that is consistent with your career goals—meet with your Career Consultant and relevant faculty members to discuss plans.
- Identify a list of prospective schools - identify requirements and compare to your criteria.
- Sign up for and begin preparing for entrance exams (e.g., GRE, GMAT, LSAT, MCAT) required by your program of choice.
- Begin looking into financial aid, such as loans, scholarships, fellowships, and graduate assistantships.

Senior Year August-September

- Write a rough draft of your personal statement or essay and get reviewed by faculty or CCD.
- Take entrance exams if you haven’t done so already.
- Meet with program representatives – by phone or in-person.

Senior Year October-December

- Generate a final list of universities and complete application forms.
- Finalize versions of your personal statement to address each program’s specific requirements.
- Order transcripts from all of your post-secondary institutions.
- Meet with your recommenders to discuss your program choices and give them information they will need to write the recommendations.
- Fill out the FAFSA to qualify for federal aid.
- Research any deadlines to apply for graduate assistantships or other aid offered by your program or other departments on campus.

Senior Year February-March

- Plan a visit to meet with faculty members and current students in the program.
- Prepare for any interviews if required. (See page 19)

Senior Year April-May

- You should start to receive admission offers around April.
- Assess your financial aid package.
- Make a decision—call other programs to decline or withdraw.
- Write thank you letters to those who helped you during this process.
2017 SURVEY OF RECENT UNIVERSITY OF TENNESSEE GRADUATES

WHAT THEY ARE DOING

51% Full-Time Employment
25% Graduate School
16% Still Seeking Job or Grad School
Part-Time Employment 2% Other 6%

Top Employers
PEPSICO/FRITO-LAY
DENSO
UT MEDICAL CENTER
21ST MORTGAGE CORPORATION
ENTERPRISE HOLDINGS
OAK RIDGE NATIONAL LABORATORY
AMAZON.COM, INC.
STATE OF TENNESSEE

64% COMPLETED AN INTERNSHIP, CO-OP, OR SIMILAR EXPERIENCE

WHAT THEY ARE MAKING

Highest Salary $125,000
Mean Salary $45,881

WHERE THEY ARE

61% IN TENNESSEE
34% IN GREATER KNOXVILLE AREA

Top Graduate Schools
UNIVERSITY OF TENNESSEE
UT HEALTH SCIENCES
UNIVERSITY OF MEMPHIS
BELMONT UNIVERSITY
EAST TENNESSEE STATE UNIVERSITY
LINCOLN MEMORIAL UNIVERSITY
UT - CHATTANOOGA

CENTER FOR CAREER DEVELOPMENT
85% Seniors Engaged with CCD
80% Grads Responded to Survey

78% In The South
3% West
5% Undisclosed

Based on 3,793 responses from students graduating with bachelor's degrees in August 2016, December 2016, and May 2017.

Post Graduate Outcomes
WHERE ARE YOU GOING?

Graduate School. 
Job. 
Military. 
Service Corps.

Fill out your career profile and share your success!
https://tiny.utk.edu/careerprofile

Not sure of your next step?
For resume and interview preparation, job search assistance, or graduate school guidance, stop by the Center for Career Development. We are open to alumni!

For more information, visit career.utk.edu.
PAST RECRUITING EMPLOYERS

21st Mortgage
B4.51*
A2H, Inc.
a3 Athletics
AAA Cooper Transportation
ABF Freight System, Inc.
Academy Sports + Outdoors
Acuity Brands, Inc.
Adams Publishing Group
Advance Financial
Aerotek
AIK
Alcoa
ALDI
Alumni Hall
Amazon
American Accessories International
AMERICAN Cast Iron Pipe Co
American Employer Group
American Greetings Corporation
American Institute of Architects
American Marketing & Publishing, LLC
American Megatrends Inc
American Senior Benefits
AmeriCold Logistics Storage
AmeriCorps
AMRDEC (US Army Aviation and Missile Research, Development and Engineering Center)
Analysis and Measurement Services Corporation (AMS)
Anderson Community School Corporation
Anderson County Schools
Anheuser-Busch
Appalachia Service Project
Applied Medical Resources
Arakam
Arlington Community Schools
Armada
AroundCampus Group (The)
Artrex, Inc.
Aspire Group (The)
Aspire Public Schools
Associated Builders and Contractors
Associated General Contractors (AGC) of Tennessee-Knoxville Branch
AT&T
Athens City Schools
Atlas Concorde USA
Automation nth
Auto-Owners Insurance Company
Axis Marketing
Axle Logistics
Ball Homes
BarberMcMurry architects
Barefoot Republic Camp
Barge Waggoner Sumner & Cannon, Inc.
Barnhart Crane and Rigging
Bartlett City Schools
Bartlett Tree Experts
Batsman Associates
Batten & Shaw
BDO
Beacon Hill Staffing Group
Beacon Roofing Supply, Inc.
Becker Professional Education
Bekk
Bell & Associates Construction
Bennett Thrasher LLP
Big Brothers Big Sisters of East TN
BirdDog Logistics
BL Harbert International
Blackberry Farm
Blaine Construction Corporation
Blankenship CPA Group, PLLC
Blount County Schools
Blount Memorial Hospital
BlueCross BlueShield of Tennessee
BLUR Workshop
BMW of North America, LLC
BNSF Logistics
Boeing Company (The)
Boy Scouts of America
Bradford Catered Events
Branch Banking and Trust Company (BB&T)
Brasfield & Gorrie
Breakthrough Corporation
Breuer Ingram Fuller Architects Inc.
Bridgestone Americas, Inc.
BrightView (formerly Brickman/ValleyCrest)
Bristol Tennessee Essential Services
BrooksSource
Buckeye International
Buckle, Inc.
Buncombe County Schools
Burke
Burkhart & Company
Burns & McDonnell
BurWil Construction Company
Bush Brothers & Company
C. L. Services, Inc.
C.W. Matthews Contracting Co., Inc
C.H. Robinson
Cadres, LLC
Calsonic Kansel North America, Inc.
Camp Big Fish Information Distribution
Camp Manitou
Camp Ozark
Camp Tekoa
Capital Financial Group, LLC / Mass Mutual
Capstone Financial
Case Farms
Caterpillar Financial Services
Caterpillar Logistics
Cavalry Logistics
Cellular Sales
Central Intelligence Agency (CIA)
Centro Hispano de East TN
CGI
Change Healthcare
Charles County Public Schools
Charlottesville (VA) City Schools
Chortlet Hospitality
Chattanooga Charter School of Excellence
Chattom, Inc.
Cherokee Health Systems
Chewy.com
CHI Memorial
Chick-fil-A, Inc.
Cigna Corporation
Cintas Corporation
Cisco
City of Franklin
Clark County School District
Clarksville-Montgomery County School System
Clayton Homes, Inc.
Cleveland City Schools
Clinton City Schools
Clorex Company
Clyde Austin 4-H Center
CMX EDU
Cobb County School District
Cobb-Vantress, Inc.
Coca-Cola Bottling Co. Consolidated
Cognizant
Colgate-Palmolive Company
Collabera
Collinsville Schools
Collins Cooper Carusi Architects
Colony Hardware
Colortech, Inc.
Comfort Group (The)
Consolidated Electrical Distributors, Inc.
Cooper Carry, Inc.
Cope Architecture
Coulter & Justus, PC
Covenant Health
Coweta County School System
Coyote Logistics
CPI Security
CR Bard
Crain Construction, Inc.
Crane Worldwide Logistics
CRJA-IBI Group
Crosslin & Associates
Crowave Horwath LLP
CSX Transportation
CTS, Inc.
Cumberland Companies, LLC (The)
Cummins Inc.
CumRus Media
Curo Financial Management LLC
CVS
D&B Community Services
Daily Beacon (The)
Dalhoff Thomas Design
Davidson County Head Start-Metropolitan Action Commission
Davita
DayNine
DJS & Associates Engineering
Defense Intelligence Agency
Del
Deltolpa, LLP
Denark Construction
Dennis Group, LLC (The)
DENO Manufacturing
Design Innovation Architects
DHL Supply Chain
DIA/Missile and Space Intelligence Center
Di-Fi Solutions
Dillards Department Stores
DIRECTV
District of Columbia Public Schools
Dixon Hughes Goodman LLP
Dollar General Corporation
Dollywood Company (The)
DP3 Architects, Ltd.
Drake Software
DSC Logistics and Supply Chain Management
Dura-Line Corporation
Dwelle Design Studio, LLC
E & J Gallo Winery
E*TRADE Financial
Earl Swenson Associates
Earthdelic
East Tennessee Community Design Center
Eastman Chemical
Eaton
EchoStar
Edfinancial Services
Elavon
Electric Power Research Institute (EPRI)
Electrolux
Elliott Davis Decosimo
EMC
Emerald Youth Foundation
EMJ Corporation
Emcon Services, Inc.
Energy Transfer Partners
Enterprise Holdings
Enterprise Integration
Erlanger Health System
Ernst & Young, LLP (EY)
Ethos Group
Evergreen Packaging, Inc.
Exedy America Corporation
Exide Technologies
ExxonMobil
Fairfax County Public Schools
Falling Creek Camp
The Herbert College of Agriculture becomes the third named college in the University of Tennessee’s 224-year history and only the second land-grant agricultural college in the nation named from a philanthropic gift.

The Herberts, both alumni of UT Knoxville, are strong supporters of the university and the Institute of Agriculture.

“We are especially pleased about enhancing the student experience through internships in national agribusinesses and international work,” said Jim Herbert, co-founder and executive chairman of Neogen Corporation, an international food safety company headquartered in Lansing, Michigan.

Judi Herbert added, “Jim loves to say that to whom much is given, much is expected, and it’s a mantra by which we live. The University of Tennessee is where many of our family members have called home, so it was only natural to reinvest in this special place.”

The Herbert’s seminal gift sets the stage for success for the state’s agricultural and natural resources students for the next 50 years and beyond.

Set your own stage.
Visit ag.tennessee.edu to learn more.
21st Mortgage Corporation
A Berkshire Hathaway Company

Join the largest Finance Company in Knoxville!
Career positions for college graduates.
Great Pay, Benefits, Work Environment, Promote from within

Visit us online: www.21stmortgage.com
(We hire ALL majors!)
Come Grow With Us.

American Health Companies is a multi-faceted organization providing high quality healthcare in many settings. We hire nursing graduates and students seeking careers with advancement opportunities in rehabilitation and skilled nursing, advanced practice nursing, psychiatric services, managed care, pharmacy, home health and hospice.

Positions available now at:

Let’s talk! Contact us at ahccareers@thmgmt.com or check our job listings at thmgmt.com/careers.

Headquarterd in Tennessee with operations in five states.

Earn While You Learn

Your nursing education may qualify you to be a Certified Nursing Assistant in one of our local facilities. Work part-time or summers.

- Competitive pay
- Flexible schedules
- Friendly workplaces

Apply online: thmgmt.com/careers

Cultura Technologies is an Industry Leader in Agribusiness Technology Solutions.

Cultura’s employees are the heart of our business. We are passionate about our customers, our contributions to the ag industry, and our team. We have an entrepreneurial spirit, backed by the strength of a larger, global parent, but with the personal feel of a smaller company. Cultura is a place where personal growth, together with a strong customer focus, drives our success.

We Believe That...

People, not computers, create great software solutions. We provide all employees with the opportunity to learn and advance.

Innovation starts with listening to our valued customers. We ask the right questions, keep our teams small, stay close to the customer and the agri-food industry, and are current on technology approaches.

Longevity is what customers expect and what we deliver through committed employees, decades-long relationships with customers, and leaders with the autonomy and resources to make bold decisions.

Cultura was recognized as part of the Forbes Top 100 Innovation Company List in 2017 and the Atlanta Best & Brightest Companies to Work For, 3 years running.

To apply: careers.culturatech.com
We’re Hiring!
Immediate full-time openings
due to our recent expansion

Electrical Engineers
Hardware Engineers
Software Developers
Software Testers
Business Development Professionals
Administrative Professionals

We offer competitive salaries, four weeks of paid time off, 401K, ten paid holidays, employer paid health, dental, life, vision, disability insurance and more. Travel opportunities available. Join a team dedicated to helping create cleaner energy for a healthy world!

AMS is a global leader and technology innovator in the field of nuclear energy. We provide the nuclear power plants with the equipment, training, and services to verify the performance of plant process instrumentation and control systems.

Analysis and Measurement Services Corporation
9119 Cross Park Drive / Knoxville, TN 37923, USA
Telephone: 865-691-1756, ext. 163

E-mail: maci@ams-corp.com

www.ams-careers.com
We made the Dean’s List

Anderson Merchandisers was recently named to Forbes’ List of Best Mid-size Employers in America. We’re hiring! To find out more, visit amerch.com/careers.
PROUDLY SERVING FRANKLIN AS ONE OF THE TOP 25 EMPLOYERS


A community-minded member of Franklin providing employment opportunities through innovative manufacturing and logistics since 1969.

APCOM IS A LEADING GLOBAL MANUFACTURER OF RELIABLE WATER HEATING AND APPLIANCE COMPONENTS.

With locations in the United States, Mexico, China and India, APCOM manufactures 75 million parts annually, with 60 million produced in the United States. APCOM’s industry-leading insight makes our company unique for servicing original equipment manufacturers in a variety of industries. Innovation, performance and service define our operations. Our manufacturing capabilities include coatings, injection molding, metal tube forming, stamping, cold forming, and extrusion.

WANT TO JOIN OUR TEAM? EMAIL YOUR RESUME TO HR@APCOM.COM

125 Southeast Parkway • Franklin, Tennessee 37064 • 615.794.5574 • apcom.com
IT’S NOT JUST A CAREER, IT’S A Lifestyle.

www.BlountAreaJobs.com
At Chartwell Hospitality, our vision is to be industry leaders in proactively setting standards of excellence in hotel acquisitions, development, ownership and management. We are growing rapidly and are the second largest hospitality management employer in the greater Nashville area. If you are considering an internship or MIT program, Chartwell Hospitality could be the perfect fit for you. Visit our website for more details!

615-550-1270
www.chartwellhospitality.com
Children’s of Alabama is NOW RECRUITING for a variety of positions throughout our state-of-the-art facility!

When it comes to caring for children, “Good enough” is simply not good enough.

That’s why, at Children’s of Alabama, our team has the most inquiring minds, the most skilled hands and the most compassionate hearts in pediatric medicine. Each day, every one of our healthcare professionals makes a promise to the children of Alabama to provide a level of world-class care that leads to better tomorrows.

JOIN THE BEST!
Make a real difference in the lives of Alabama’s children.
Apply online at childrensal.org/careers
Ready to launch your engineering career? Looking for a dynamic company that embraces and rewards innovation? Then, join our team. We are Enterprise Solutions, a client-focused company offering a full-service approach to construction and energy optimization. Headquartered in Nashville, TN and servicing the southeast region, Enterprise Solutions, is seeking Construction Science and Engineering graduates. To join our team, visit the careers page on our company website: http://www.enterprisellc.com/

Job Opportunities

The Christian County Public School System is committed to employing a diverse, highly skilled workforce dedicated to academic excellence. If you share our commitment, visit our website and apply for a certified teaching position.

“A Winning School District”
Christian County Public Schools
P.O. Box 609, 200 Glass Avenue
Hopkinsville, Kentucky 42241
(270) 887-7000 Fax (270) 887-1316
www.christian.kyschools.us
*Equal Opportunity/Affirmative Action Employer
Offering Equal Education Opportunities

“IT’S ABOUT EVERY STUDENT, EVERYDAY!”
Together, we hold high expectations for all by supporting real-life learning, communicating clearly, and developing successful citizens.

Be Part of Our Family!

Explore what makes our public school district one of the highest achieving in the state.

- 8 PreK-8 Schools/3750 Students
- Among highest paying school districts in TN
- Excellent Benefits
- 5-Year Mentoring Program
- 20 Minutes south of Nashville

www.fssd.org
Be Part of Growth

Not just a job, a career path in Supply Chain, Logistics, Business Management, Sales & Marketing

Distribution Leadership Program

Visit us @ colonyhardware.com/careers
Now hiring.
Great jobs at great companies await.

Guardrail • Highway Signs • Fencing

Tennessee Guardrail, Inc. offers design, products, labor and services to the transportation and construction industries. For a full list of services, visit our website:

www.tennesseeguardrail.com

2620 Pickel Lane
Knoxville, TN 37914
Ph: 865-522-9734 • Fax: 865-637-8629
Big enough to discover real solutions.

Small enough to discover your passion.

We are a truly global company where you can find your fit and make serious contributions. Internships, hire-to-develop, and experienced roles that offer a world of opportunities. Join us and find out how you can start Working Right.

#WorkingRight | careers.cummins.com
WE DEVELOP LOCAL TALENT, WITH DEEP ROOTS IN AGILITY, CARING AND INNOVATION

At Domtar, we make products people around the world rely on every day. And we rely on a diverse and talented workforce. We design, manufacture, market and distribute products ranging from copy paper to baby diapers. We have built a century-long legacy in our industry by being agile and innovative. We are leaders in caring for the environment and operating sustainably. Join our team as we deliver the highest value to our customers, empower our employees and strengthen our communities.

We hire electrical, chemical, mechanical, paper science, reliability and safety engineers for internships, co-op and associate engineering positions. Visit Domtar.com or call 270.297.6961 to begin your growth opportunity!
As an international coal innovator, a market leader in U.S. Coke, and an award winning real estate developer, we know that our success is driven by more than highly productive operations personnel. To do their best, our operations employees need support and expertise from a variety of other disciplines: Engineering, Accounting, Finance, Sales, Administrative, MIS, Real Estate, Legal, Supply Chain Management, International Studies, Geology, and Health Care Management.

If you have a major in one of these fields, and you’re looking for a career that provides highly competitive compensation and benefits, opportunities for development, and a challenging, innovative work environment, we want to build a relationship with you. www.drummondco.com
Emerson Automation Solutions is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, race, color, religion, national origin, age, marital status, political affiliation, sexual orientation, gender identity, genetic information, disability or protected veteran status. We are committed to providing a workplace free of any discrimination or harassment.

Emerson is an equal opportunity employer.
GEODIS is one of the world’s largest leading Supply Chain Operators! At GEODIS, we create with you an infinite number of career opportunities. As a GEODIAN, you will find yourself strategizing, planning, and executing the logistics of hundreds of top customers in different industries – retail, healthcare, technology and more!

No matter what position you’re in, you will be contributing to the development and success of your career!

Find out more about us at www.geodis.com
Explore our careers at http://bit.ly/geodisjobs1

Hale Construction, Inc.
Industrial, Commercial & Institutional General Contractor

Hale Construction, Inc. has provided construction services to industrial, commercial, and institutional clients since 1979 throughout the southeastern United States.

We currently have available opportunities for intern/co-op and possible full time employment for students who possess an ambition to learn, and are willing to invest their time gaining field experience to prepare for careers, in the construction industry upon graduation.

Apply on our website: www.haleconstructioninc.com
Email: hr@haleconstructioninc.com
For questions please call: 423-587-2612
In person at: 1990 South Economy Road, Morristown, TN 37813

Licensed in TN, VA, GA, NC, & SC
Knowledgeable people providing quality service with commitment and integrity
In 2017, Glenwood touched the lives of 6,288 children, youth and adults through one of Glenwood’s 23 program settings.

Glenwood leads the state of Alabama in providing behavioral health care and educational services for individuals with Autism Spectrum Disorder and severe emotional disturbances. Our services are provided in a least restrictive setting, through a continuum of care, with the highest respect for individuals and families served.

Visit www.Glenwood.org/Employment to learn more and view job opportunities.

Make a positive difference & apply today!
COME GLOW WITH US

OPPORTUNITIES IN
• Operations
• Merchandising
• Customer Care
• Technology
• TV Production
• Marketing
• Community Group
• Finance
• Accounting
• Legal
• Human Resources
• E-Commerce

Summer internships are available. Plus, around-the-clock call center and production positions allow for student-friendly work schedules.

JTV®, a television and internet home shopping network, focuses exclusively on the sale of fine jewelry and gemstones and is broadcast in over 85 million homes nationwide. Recently named one of the 20 best companies to work for in Knoxville by Zippia, JTV proudly offers its employees a fast-paced, high-energy work environment with outstanding benefits, jewelry and gemstone discounts, and many on-site amenities including a 24/7 fitness center, medical clinic and park.


9600 Parkside Drive
Knoxville, TN 37922
Want to join a team where creative thinking is encouraged, supported and rewarded?

JTEKT is one of the largest steering systems, driveline components, bearings, machine tools, electronic control devices, and home accessory equipment manufacturers in the world. A leading systems and development partner to the automotive, industrial and aerospace markets - and a great place to work.

JTEKT provides equal employment opportunities (EEO) to all qualified applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, height, weight, or status as a protected veteran.

Get started today and discover the many career choices at JTEKT: www.jtekt-na.com/careers/

ABOUT JTEKT

JTEKT Automotive is a manufacturer of complete automotive steering systems - both electric and hydraulic power - as well as steering components, including power steering hydraulic pumps and reservoirs, steering gears, columns, shafts, pressure hoses, and return hoses.

Certifications: ISO 14001 & TS 16949

JTEKT Automotive Tennessee-Vonore, LLC
55 Excellence Way, Vonore, TN 37885
423.884.9200

JTEKT Automotive Tennessee-Morristown, LLC
5932 Commerce Blvd, Morristown, TN 37814
423.585.0999
www.jtekt-na.com

PRODUCTS

JTEKT Automotive Components
Toyoda Machine Tools & Mechatronics
Koyo Bearings
CAREERS AT MAHLE.  
GO YOUR PATH WITH US.

We like it when our employees have goals. What goals are you reaching for? Are you prepared to grow with the challenges ahead of you? Challenge yourself at MAHLE.

As a leading global development partner for the automotive and engine industry, MAHLE provides technologically innovative solutions to well-known customers. At MAHLE, we give you the perfect start to your career.

Whether you are interested in Research and Development, Production, Technical Sales, Procurement or Controlling – we offer you the ability to be part of a strong project team and challenge yourself with various international projects. We also have an array of other career-boosting opportunities. Find yourself shaping the face of our company by working with one of our teams in Human Resources or Marketing. Support the technological infrastructure of our business by joining our Information Technology group.

Whatever your path, all of our opportunities offer you exciting assignments, personalized career development, support and attractive benefits. Go your path – with MAHLE.

Your future is waiting at jobs.mahle.com

At MAHLE, we offer excellent opportunities for growth and development; tailored specifically for you!

JOIN OUR TALENT NETWORK
by texting MAHLE to 61893 or Scan QR Code

FOLLOW US!
MAHLE Careers North America

© 2018 Norfolk Southern Corporation | All Rights Reserved
THE BEST TEAM WANTS YOU!
CURRENTLY SEEKING STUDENTS RECEIVING THEIR BACHELOR DEGREE IN BUSINESS, LOGISTICS OR MARKETING FOR ENTRY LEVEL MANAGEMENT POSITIONS.

APPLY ONLINE TODAY
WWW.MARTEN.COM

Marten Transport strives to be the premier supplier of time and temperature sensitive transportation and distribution services to customer in the United States, Canada and Mexico. We currently have 14 Operation Centers as well as on-site customer operations across the United States.
A career worth sharing

A career as a financial representative with Modern Woodmen of America is worth sharing, and I’d love to tell you why. Call me to find out how you can love your 9 to 5 as much as your 5 to 9.

www.mwacareers.org

Blake Foote, FIC, CFFM
Suite C
2911 Essary Drive
Knoxville, TN 37918
B 865-312-5638
C 865-314-5032
j.blake.foote@mwarep.org

Modern Woodmen
FRATERNAL FINANCIAL

TENNESSEE HUMAN RIGHTS COMMISSION

SAFEGUARDING INDIVIDUALS FROM DISCRIMINATION
THROUGH ENFORCEMENT AND EDUCATION
312 ROSA L. PARKS BLVD. 23RD FLOOR
NASHVILLE, TN 37243

IF YOU BELIEVE YOU HAVE BEEN DISCRIMINATED AGAINST, PLEASE FILE A COMPLAINT BY CALLING 800-251-3589 OR VISITING
WWW.TN.GOV/HUMANRIGHTS
ENGINEER
THE FUTURE
OF NAVAL AVIATION

Apply your engineering skills to an incredibly important mission. At NAVAIR, you can build a rewarding civilian career developing, delivering and sustaining the aircraft and weapons systems our Sailors and Marines depend on. Whether your background is in aerospace, chemical or computer engineering or another related area, your work will directly contribute to our warfighters’ success and safe return.

Explore a civilian engineering career with NAVAIR at

WWW.NAVAIR.NAVY.MIL

LET’S GET TO WORK.

NAVAIR
CIVILIAN

Equal Opportunity Employer | U.S. Citizenship Required
VISION HOSPITALITY GROUP

COME JOIN OUR TEAM

COMPETITIVE BENEFITS PACKAGE

HOTEL STAY BENEFITS

COMPETITIVE SALARY & BONUS PROGRAM

PAID SABBATICAL PROGRAM FOR GM AND SALES LEADERS AFTER 5 YEARS

POSITION-BASED DEVELOPMENT PROGRAMS

VHGHOTELS.COM/CAREERS

CHATTANOOGA | ATLANTA | NASHVILLE | DENVER | HOUSTON | MEMPHIS | HUNTSVILLE | WILMINGTON

NAVY MEDICINE MAKING A DIFFERENCE

For information on medical fields please dial 1-800-284-NAVY.

Join Our Team
We have Heart!

Residential Counselors
Nursing
Therapist
Teachers
Housekeepers

Changing lives one step at a time. We have excellent pay and benefits. Start your new career today!!!!

Norris Academy
Phone: 865-494-5554
sequlemployment.com
Call Sheila or Stacey
Join our corporate team in Knoxville, Tennessee.

Pilot Flying J:
• Is the largest operator of travel centers in North America with more than 750 locations
• Is the 15th largest privately held company in the United States
• Employs more than 28,000 team members
• Serves over 1.6 million guests daily

Top candidates will be:
• Strategic, innovative thinkers
• Skilled at building relationships
• A good fit in our “People First” culture
• Able to thrive in a fast-paced environment
• Not afraid to face challenges
• Interested in a rewarding career

You can work in:
Operations
Supply Chain Management
Fuel Pricing
Digital Marketing
Retail Merchandising
Business Intelligence
Food Innovation
Information Technology
Finance and Accounting
And many more!

Apply today!
jobs.pilotflyingj.com/support-center-jobs

Pilot Flying J is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind.
Quincy Compressor builds quality air compressors that last and last. Thriving in the most demanding and critical installations – from powering production lines to stopping roller coasters on a dime – our air compressors and vacuum pumps are up to the task.

Share in our success. From experienced professionals to recent graduates, we’re always looking for talented people* to join the team. Your success is in the air!

Visit Quincy’s Job Site on the Web at QuincyWorks.com/AL

“I like to work here because I enjoy the family atmosphere among employees and the support we get in our careers and personal development.”

– Liz Newman, Customer Care Manager

*Quincy Compressor is an EEO/AA/Title VII/Title IX/Section 504/ADA/ADEA/NEV/PAEA employer and does not discriminate in hiring or employment-related decisions because of race, color, sex, religion, national origin, age, disability, veteran status, sexual preference, genetic information or any other protected class.
BUILD A BETTER
EAST TENNESSEE

Build
Meaningful Credentials
Professional Connections
Industry Influence

Better
Compensation Packages
Project Challenges
Social Responsibility

Apply Online Today
ROUSECONSTRUCTION.COM
Create the future of **ENERGY** management and automation

At Schneider Electric, we’re driven by a sense of meaningful purpose that will lead us to a sustainable future.

We’re looking for bold individuals who dare to disrupt the status quo. We empower innovators and entrepreneurs to work together to solve the world’s energy dilemma.

We hire the best business and engineering students for internships and full-time careers, including development programs. Explore how you can be a part of building a new sustainable future.

- Software Engineering & Cyber-security
- Design & Technical Engineering
- Supply Chain Engineering & Operations
- Technical Sales & Support
- Construction Operations & Project Management
- Business Development, Sales & Customer Support
- Finance, Marketing & Human Resources

#WhatsYourBoldIdea

[schneider-electric.us/careers](schneider-electric.us/careers)
ARE YOU READY TO WIN?

WE ARE LOOKING FOR GOAL ORIENTED INDIVIDUALS STRIVING TO MAKE A TOUCHDOWN INTO AN AWESOME CAREER!

FULL BENEFITS PACKAGES AND GROWTH POTENTIAL ARE AVAILABLE.

TO JOIN OUR WINNING TEAM APPLY HERE http://bit.ly/SitelKnoxOak

GO VOLS!!
Summit View of Rocky Top and Summit View of Farragut are locally-owned and operated Post Acute Care Centers that are dedicated to providing exceptional rehabilitation and medical care services. We’re always looking for new team members who can help us provide specialized care to meet the individual needs of each of our residents. Ongoing Opportunities include:

- Certified Nursing Assistants
- Certified Occupational Therapy Assistants
- Licensed Practical Nurses
- Nurse Practitioners
- Occupational Therapists
- Physical Therapists
- Physical Therapy Assistants
- Registered Nurses
- Respiratory Therapists
- Speech Language Pathologists

Three ways to apply:

- Submit your resume to hr@summitviewhm.com or call the HR department at 865-218-6101
- Apply in person at our facilities
- Visit the Careers section of www.summitviewofrockytop.com or www.summitviewoffarragut.com
Come spend your summer with us!

Wright Brothers is interviewing for several interns for the year of 2019. We are looking for students with a drive to learn, and willing to invest in themselves to prepare themselves for life after college. Positions we are looking to fill are: Engineering Interns, IT Intern, Junior Estimator, and Asphalt Lab Technicians. Wright Brothers’ family of companies include: Wright Brothers Construction Company Inc., Wright Brothers Contracting Inc., Hiwassee Paving, and ADI Pavement LLC. Our multiple companies will allow you to gain a diverse type of experience in your field.

There are a few ways to apply for these positions:

- On our website at www.wbeci.com
- Send your resume to hire@wbeci.com
- Visit our home office at 1500 Lauderdale Memorial Hwy., Charleston, TN 37310
- Be sure to come and visit our table at the Career Fair!

If you have any questions please call 423-336-2261. Positions are limited so schedule your interview today.

We are an Equal Opportunity Employer
Females and Minorities are encouraged to apply
E-Verify Employer
Drug-Free Workplace

We’re Elliott Davis, and we’re revolutionizing what it means to work in the public accounting field. Starting with a powerful mixture of wisdom, energy and fresh perspective, we dig deep, finding the courage to challenge every comfortable assumption the system has been built upon. Around here we may do the work of accountants, but we think like startup entrepreneurs, social do-gooders and community leaders.

As part of the Elliott Davis team, you’ll get hands-on experience working alongside some of the leading experts in the financial and consulting field, while enjoying the freedom and autonomy to manage your career and make a positive impact on the world.

Ready to use your passion & drive to up your career game? We’re ready for you. Let’s talk.
Did you Know?

TENNESSEE NATIONAL GUARD

NATIONALGUARD.com/tn

You can serve part-time, while in school, and receive all of this!

Monthly Pay ($200-$300+)
Up to
100% Tuition Reimbursement
GI Bill Benefits ($375-$725)
Qualify for in-state tuition

ARMY ROTC SCHOLARSHIP PATHWAYS

100% Tuition and Fees
-OR-
$5,000 semester for room and board
$420 per month stipend

COMMISSION AT GRADUATION

For More Information
Contact

SSG WES SAMSEL, 865.207.4615, wsamsel1@utk.edu
A BRIGHTER FUTURE – FROM THE GROUND UP

Join our team!
Our greatest resource is our people.

TRONOX

Tronox Limited is a global leader in the mining, production and marketing of inorganic minerals and chemicals.

For current opportunities, visit tronox.com/careers
IMMERSE YOURSELF. LEARN BETTER. LEAD.

EARN YOUR DEGREE ALONGSIDE A TEAM OF INDUSTRY PROFESSIONALS WITH THE

HYBRID, INDUSTRY-IMMERSED

MBA

FROM WORLD-RENOWNED TENNESSEE TECH.

Now enrolling HEALTHCARE PROFESSIONALS
for the class beginning in the fall of 2018.

tntech.edu/hybridmba

Also offering internationally accredited traditional MBA’s
On campus or 100% online | No pre-requisites | As little as one year

Visit TnTech.edu/MBA

931-372-3600
cobgrad@tntech.edu
U.S. AIR FORCE: WHERE NURSES ARE HEROES.

What are the benefits of being a Nurse in the U.S. Air Force? For starters, there’s the respect of your peers, an officer’s rank and the chance to further your training in ways you’ve never imagined. Other benefits include housing allowances, healthcare, vacation with pay and more. Find out how the Air Force can make your career in nursing even more rewarding.

For more information, contact your local recruiter or visit airforce.com
TSgt Jacob Valladares
615-885-9781
Jacob.valladares@us.af.mil

©2013 Paid for by the U.S. Air Force. All rights reserved.
If you’re seeking a career in Federal Law Enforcement, become a CBP Officer. You will enjoy great pay and benefits while protecting our country from criminal activity. Join our growing team at cbp.gov/careers/cbpo.
If you’re seeking a career in Federal Law Enforcement, become a CBP Officer. You will enjoy great pay and benefits while protecting our country from criminal activity. Join our growing team at cbp.gov/careers/cbpo.
Join our team to help some of our nation’s most vulnerable children.

We are a force for you.

NOW HIRING FOR IMMEDIATE OPENINGS!

- Behavioral Youth Counselors
- Night Monitors
- Teachers & Teacher Assistants
- Family Intervention Specialists
- Foster Care Counselors
- Transitional Living Specialists
- Crisis Counselors
- Nurses

About Youth Villages
In more than 30 years, Youth Villages has built a reputation as a leader in children’s behavioral health. Our approach to helping children and families find lasting success centers on intensive work with children and families, measuring outcomes, keeping children in the community whenever safely possible and providing accountability to families and funders. We help more than 25,000 of America’s most vulnerable children and families nationally each year. Youth Villages has been recognized by Harvard Business School and U.S. News & World Report, and was identified by The White House as one of the nation’s most promising results-oriented nonprofit organizations.

There are many opportunities on our campuses for you to teach our youth necessary life skills, provide for their physical daily care, assist in treatment planning, participate in recreation therapy or provide individual, group and family counseling sessions.

Tennessee locations include:
- Memphis
- Dyersburg
- Clarksville
- Nashville
- Columbia
- Johnson City
- Knoxville
- Jackson
- Paris
- Cookeville
- Dickson
- Linden
- Morristown
- Chattanooga

Ask us about benefits including relocation assistance and tuition/licensure reimbursement!

For a complete list of openings or to apply now, please visit

WWW.YOUTHVILLAGES.ORG/JOINOURTEAM
GREAT CAREERS START WITH A PLAN

WE HAVE BIG PLANS FOR YOU.

COOPER STEEL
BUILD STRONG, STAND STRONG.

www.coopersteel.com/careers
THE PATH TO LEADERSHIP IS ALSO THE PATH TO A COLLEGE EDUCATION.

Available at almost 1,000 colleges and universities nationwide, Army ROTC sets you apart by providing leadership skills and unmatched personal development. It also provides great benefits like advanced career training and opportunities for scholarships. As an Army officer, you adapt to challenges and empower others to become highly trained, adaptable and ready for anything. Be a leader on the team that makes a difference. goarmy.com/rotc

For more information on University of Tennessee ROTC: Contact Mr. Al Dalton
(865)974-4512 / adalton6@utk.edu
goarmy.com/rotc/kq78