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.
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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, or planning to attend graduate school. 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 options available at UT to help you prepare.

Finally, I stress the value of utilizing the Center for Career Development. Last year, over 19,000 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 in 201 Student Union. We look forward to helping you reach career success!

![Stephanie Kit](image)

**Stephanie Kit**  
**Director**

---

**Center for Career Development Mission Statement**  
To educate and empower students to achieve career success.

**Equal Employment Opportunity & the Center for Career Development**  
The center has advised every employer participating in our programs that we refer applicants for consideration and arrange campus interviews for applicants on a totally nondiscriminatory basis, without regard to race, sex, sexual orientation, gender identity, color, religion, national origin, age, disability, or veteran status.

If registered users of the center feel they have encountered a discriminatory practice in their relationship with any employer contacted through the office, they should report this situation immediately to the office. The center will then evaluate the complaint and make an appropriate representation to the employer with regard to this complaint.

The University of Tennessee is an EEO/AA/Title VI/Section 504/ADA/ADEA institution in the provision of its education and employment programs and services. All qualified applicants will receive equal consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. A project of the Center for Career Development.
JOB FAIRS AND CAREER EVENTS FOR 2018-19

FALL EVENTS

Part-Time Job Fair
(W) August 28, 2019  2:00 PM - 5:00 PM  
Student Union Ballroom
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 23, 2019  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 24, 2019  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 25, 2019  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.

Herbert College of Agriculture Career Fair
(W) October 9, 2019  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 Agriculture.

Communication Job & Internship Fair
(W) October 9, 2019  2:00 PM - 5:00 PM  
Student Union Ballroom
This event targets students in Communication and Information seeking internship and full time opportunities.

Construction Science Career Fair
(R) October 10, 2019  8:30 AM - 12:30 PM  
Brehm Arena
This event is focused on students in Construction Science, Civil Engineering and Landscape Architecture seeking internships or full-time opportunities.

SPRING EVENTS

Spring Job & Internship Fair
TBD  2:00 PM - 6:00 PM  
Thompson-Boling Arena
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 21, 2020  10:00 AM - 4:00 PM  
Student Union Ballroom
This fair is for students majoring in architecture, landscape architecture and interior architecture seeking full-time, entry-level positions, internships, or summer jobs.

East TN PreK-12 Education Job Fair
(W) March 4, 2020  9:00 - 11:30 AM  
Student Union Ballroom
The Education Job Fair attracts around 60 schools and organizations who are seeking to hire students interested in teaching and support positions.
<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>
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<tr>
<td>Oral/Written Communications</td>
<td>Articulate thoughts and ideas clearly to a variety of audiences and employ effective public speaking skills</td>
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<tr>
<td>Teamwork/Collaboration</td>
<td>Build collaborative relationships with coworkers and be able to work well in a team environment</td>
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<tr>
<td>Digital Technology</td>
<td>Leverage existing digital technologies ethically and efficiently to complete tasks; demonstrate effective adaptability to new technologies</td>
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<tr>
<td>Leadership</td>
<td>Utilize the strengths of others to achieve common goals; use interpersonal skills to develop and motivate others</td>
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<tr>
<td>Professionalism/Work Ethic</td>
<td>Exhibit effective work habits such as punctuality, working productively, personal accountability, integrity, and ethical behavior</td>
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<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>
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<tr>
<td>Global/Intercultural Fluency</td>
<td>Demonstrate openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people; understand individuals' differences</td>
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</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>
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<tbody>
<tr>
<td>Critical Thinking/Problem Solving</td>
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<tr>
<td>Global/Intercultural Fluency</td>
<td></td>
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</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

Chris Shuping
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.

Work-based Experience

- INTERNSHIPS
- CO-OPS
- PRACTICA
- STUDENT TEACHING
- CLINICALS
- FIELDWORK
- APPRENTICESHIPS
- PART-TIME JOBS

Scholarship & Academics

- RESEARCH
- FELLOWSHIPS
- LIVING & LEARNING COMMUNITIES
- SERVICE LEARNING

International & Intercultural Engagement

- STUDY ABROAD
- INTERCULTURAL CAMPUS ACTIVITIES

Leadership & Community Engagement

- STUDENT ORGANIZATIONS
- VOLUNTEERING
- LEADERSHIP DEVELOPMENT PROGRAMS

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.
CAREER CONSULTANTS

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
m.mahoney@utk.edu

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

Hunter Pritchard
h.pitchar@utk.edu

• Haslam College of Business majors

Simone Stewart
ssstew42@utk.edu

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

Njyhalo Pavati
npavati@utk.edu

• Haslam College of Business majors

Leslie Walton
lpoynter@utk.edu

• Communication and Information
• Arts & Sciences

Katie Wiley
kperry20@utk.edu

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

Kertesha Riley
k.riley6@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

Cierra Bussard
cbussard@utk.edu
Disability, Diversity, and Veterans Initiatives

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**
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:

- **Contact Information**: 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.

- **Educational Background**: List all earned academic degrees beginning with the most recent (exclude high school). Include name of institution, location, and dates of completed degrees/certificates.

- **Teaching Experience**: List the courses, institutions, and dates where you have taught, and also include courses you are prepared to teach.

- **Research Experience**: 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.

- **Professional/Work Experience**: List any full-time or internship experience that is relevant to your field.

- **Publications**: 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).

- **Presentations**: Describe the talk title, name of conference, dates, and location–distinguishing between those presentations to which you were specifically invited and others.

- **Academic Service**: List all departmental and university groups, committees, advisor positions or task forces which you served on.

- **Awards/Honors**: List all fellowships, scholarships, grants, teaching or research awards and the name of the related institution and dates.

- **Professional Affiliations/Memberships**: Include any memberships in professional organizations and significant appointment/election to positions on committees.

- **Optional Categories**: 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.

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 1/2” 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), Collateral(s), Concentration(s), and 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
- 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
Licenses, Certifications, Relevant Projects, Job Shadowing, Achievements, Professional Associations, Presentations, etc.
RESUME SAMPLE - CHRONOLOGICAL

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

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

Education
May 20XX
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

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

Experience
August XX-present
BELK
Salesperson
• Sell women’s clothing and suggest appropriate accessories
• Conduct inventory; arrange displays of merchandise
• Received performance-based salary increases

Knoxville, TN

Summers XX-XX
DILLARD’S DEPARTMENT STORE
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

Nashville, TN

August XX-May XX
WALGREENS
Cashier
• Collaborated with store manager on orientation and assignments for new employees
• Oversaw cash drawer and made bank deposits
• Assisted pharmacist as needed

Knoxville, TN

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%

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
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

June 20XX – Aug. 20XX

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

Aug. 20XX – Present

Aug. 20XX – May 20XX

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

April 20XX

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

March 20XX
# Cover Letter Checklist

## 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

## 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)

## 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...)

## Closing
- Sincerely,
- Space down and include your signature
- Typed name below signature

## 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) 555-9542
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.

#### STAR TECHNIQUE

- **Situation/Task**: Concisely give the context and identify task/project that you performed.
- **Action**: Thoroughly describe the actions you took using “I” language and being specific to your actions and skills utilized. Be specific, avoid generalities.
- **Result**: Summarize the specific results that were directly related to your actions.
- **Learned (if relevant)**: Summarize what you may have learned from this experience and how you may have applied to future tasks.

#### EXAMPLE ANSWER

<table>
<thead>
<tr>
<th>Advertising revenue was falling off for my college newspaper, The Beacon, and large numbers of long-term advertisers were not renewing contracts.</th>
</tr>
</thead>
<tbody>
<tr>
<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>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>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.
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.
<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>
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<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>
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<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>
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<tr>
<td></td>
<td></td>
<td>• Tell me about a time when you successfully delivered a presentation. What made it successful?</td>
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<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. What were your strategies?</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, 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 right-hand side under your name.
- 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

- Search for employers by name, locations, employer type (size/public/private/government), or industry under the Jobs tab.
- 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 on the star in the 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” choice under the Jobs tab.
- Select employers you may want to interview with.
- Follow directions to submit your resume for consideration.
- 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 on the Events tab to see upcoming job fairs, workshops, events, etc.
- 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 Fair Search to see information specifically about upcoming job fairs 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 tab and use the filters to search for opportunities.
- View Favorite jobs/internships from the homepage by clicking “My Favorite Jobs” at the top.
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 2019 - 2020 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 management, 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 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 renege 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 22, 2019 4:00 PM - 5:30 PM
Student Union Ballroom C
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.graduatetguide.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.
2018 Survey of Recent University of Tennessee Graduates

What They Are Doing:
- 56% Full-Time Employment
- 25% Graduate School
- 17% Still Seeking Job or Grad School
- 1% Part-Time Employment
- 1% Other

Top Employers:
- University of Tennessee
- UT Medical Center
- Denso
- Oak Ridge National Lab
- 21st Mortgage
- St. Thomas Health
- PepsiCo/Frito-Lay

73% completed an internship, co-op, or similar experience.

What They Are Making:
- Highest Salary (Computer Science): $145,000
- Mean Salary: $46,801

Where They Are:
- 74% In the South
- 34% In Greater Knoxville Area
- 56% In Tennessee
- 1% Intl
- 4% Midwest
- 5% Northeast
- 6% West
- 10% Undisclosed

Center for Career Development:
- 80% Seniors Engaged with CCD
- 82% Grads Responded to Survey

Based on 3,817 responses from students graduating with bachelor’s degrees in August 2017, December 2017, and May 2018.
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 Corporation
3M
5 Star Pizza, Inc. DBA Domino’s Pizza
ABB, Inc.
ABG Caulking Contractors
Above the Rest Event Designs
Accenture
Advance Auto Parts
Aerotek
Afac
Agri Feed Pet Supply
Air Force
Air Force Life Cycle Management Center - Civilian Careers
Albemarle County VA Public Schools
Alcoa Corporation
Alcon Research, Ltd.
ALDI, Inc.
ALKU
All Occasion Catering
Allied Instructional Services
Alltech
Altair’s State
Altec Industries
Alumni Hall
Amazon
American Institute of Architects East Tennessee chapter
American Junior Golf Association
American Megatrends, Inc.
Amplify Exchange
Analysis and Measurement Services (AMS) Corporation
Anderson County Schools
Anthem Pest Control
APL
Aramark
Aramark
ArcBest
Arconic
Arconic
Arlington Community Schools
Arnold Engineering Development Complex
Arrive Logistics
Arthrex
Aruza Marketing
Asurion
AT&T
Athens City Schools
Atlanta’s John Marshall Law School
Auto-Owners Insurance Company
Avenger Logistics
AXA Advisors, LLC - Franklin, TN
Axis Incorporated - Western North Carolina
Axle Logistics
Axle Logistics
Ball Homes, LLC
Ballad Health
BarberMcMurry Architects
Barge Design Solutions, Inc.
Bartlett Tree Experts
Baylor Law School
BB&T Corporation
BB+M Architecture
Beacon Roofing Supply, Inc.
Beall’s Inc.
Bechtel
Becker Professional Education
Belk, Inc.
Bell
Bell & Associates Construction
Belmont University College of Law
Benefield Richters Company
Benjamin N. Cardozo School of Law
Bennett Thraisher LLP
Big Brothers Big Sisters of East Tennessee
BigWheel

BL Harbert International, LLC
Blackberry Farm
Blaine Construction Corporation
Blount County Schools
Blount Memorial Hospital
Blount Partnership
BLOX LLC
Bluemont Group
BLUR Workshop
BMW Manufacturing Co.
BNF Logistics
Booster
Booz Allen Hamilton
Boys & Girls Clubs of the Tennessee Valley
Bradford Catered Events
Brasfield & Gorrie
Brenz Pizza Co Knoxville
Brewing & Distilling Center, Inc.
Bricks 4 Kidz Knoxville
Brico
Bridgestone Americas
Broadway Electric Service Corporation (BESCO)
Buckeye International, Inc.
 Burkhard & Company, PC.
BurWitt Construction Company
Business Information Systems
C. W. Matthews Contracting Co., Inc.
C.H. Robinson
Cali-Marine Foods, Inc.
Camp Ba Yo Ca
Camp Ozark
Camp Rockfish
Camp Talisman
Carrier Enterprise Northeast
Carter Group, LLC.
Case Farms
Case Western Reserve University
Cash America Pawn
Caterpillar Financial
Caterpillar Inc.
Cavalry Logistics
CDI Contractors
CEMEX
Centerstone
Central Intelligence Agency (CIA)
Centric Architecture
CGI
CGI Communications, Inc.
Change Healthcare
Chapman Sisson Architects
Chariot Logistics
Charles County Public Schools (MD)
Charleston School of Law
Chartwell Hospitality
Chattanooga Preparatory School
Check Into Cash
CHEP
CHI Memorial Hospital
Chick-fil-A - West Knoxville
Chick-fil-A, Inc.
Cincinnati USA Regional Chamber
Cintas Corporation
Cirrus Aircraft
City of Alcoa
City of Durham Police Department
City of Knoxville, TN
City of Oak Ridge
Civil & Environmental Consultants, Inc. (CEC)
Clarksville-Montgomery County School System
Clayton
ClearDefense Pest Control
Cleveland City Schools
Cline Design Associates
Clinton City Schools
CN Utility Consulting
Cobb County School District
Collabora

College Huns Hauling Junk and Moving
Knoxville, TN
College Nannies+Sitters+Tutors | Asheville - TriCities
Collins Cooper Carusi Architects
Colony Hardware Corporation
Colortech
Compass Group USA
Consolidated Electrical Distributors, Inc.
Consolidated Nuclear Security
Cookville Regional Medical Center
Cooper Carry
Cope Associates, Inc.
Coulter & Justus, PC
Covenant Health
Covenant Transport Services
Coweta County School System
Coyote Logistics
Coyote Logistics
CPI Security Systems
Cracker Barrel Old Country Store
Crain Construction, Inc.
Crane Worldwide Logistics
CRJA ABI Group
Crowe LLP
Crowne Plaza Knoxville
CTE (Carolina Tractor and Equipment)
Cumulus Radio Knoxville
Customs and Border Protection, Air and Marine Operations
D.H. Griffin Companies
DAK Americas, LLC
Daugherty Business Solutions
Davey Resource Group
Davis Stokes Collaborative
DeKalb County School District
Dell Technologies
Deloitte
Delta Air Lines, Inc.
Denmark Construction
Denham-Blythe
DENSO
Deposco, Inc.
DeRoyal
Design Innovation Architects
Devin Masoner State Farm Agency
DHISW Architects
DHL Supply Chain
Diageo
Diamond Resorts, Inc.
Dickson County Schools
Di-Fi Solutions
Dillard’s, Inc.
Discovery Inc.
DISH Network
Dixon Hughes Goodman LLP
Dollar General
Dollywood
Draxilmaier Automotive of America
Dream Hotel-Nashville
DSC Logistics
Duda Paine Architects
Dura-Line
Dwell Design Studio
E Solutions for Buildings, LLC
E*TRADE Financial
E. & J. Gallo Winery
E. W. Scripps
Eagle Sky Camp
East Tennessee Freedom Schools
East Tennessee National Contract Management Association
Eastman
Ecolab
Edgenet
Eight Eleven Group - Parent Company of Brooksource, Medasource & Calculated Hire

Post Graduate Outcomes
Travellers
Traveleer's Insurance
Trident Transport
TriMark USA
Trinity Manufacturing, Inc.
TSCPA
TSW, Inc.
Tuck-Hinton Architecture & Design
Turner Construction Company
Tusculum College
tvsdesign
Tyson Foods, Inc.
U.S. Army Corps of Engineers - Nashville District
U.S. Army Recruiting Battalion Tennessee and Kentucky
U.S. Xpress Inc.
UCOR
Uline
Ulta Beauty
Union County Public Schools - TN
United Parcel Service (UPS)
United States Customs and Border Protection
Memphis AOR
United States Steel Corporation
University of Arkansas - Fayetteville
University of California, Los Angeles (UCLA)
University of Cincinnati - College of Law
University of Florida Fredric G. Levin College of Law
University of Kentucky College of Law
University of Louisville
University of Richmond School of Law
University of South Carolina - School of Law
University of Tennessee
University of Tennessee College of Law
University of Tennessee College of Nursing
University of Tennessee, Allan Jones Aquatic Center
University of Tennessee, CAPS Outreach Center
University of Tennessee, Center for Health, Education & Wellness
University of Tennessee, Department of Agricultural and Resource Economics
University of Tennessee, Extension Evaluation & Staff Development
University of Tennessee, Facilities Services
University of Tennessee, Federal Work Study Program
University of Tennessee, Human Resources
University of Tennessee, New Student & Family Programs
University of Tennessee, Office of Student Media
University of Tennessee, Plant Science Department
University of Tennessee, Police Department
University of Tennessee, School of Art
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