Senior Resource Guide: Drive Your Career!
Greetings, Future Graduates!

The last year of college is finally upon you! I know this is a time you have been both anticipating and dreading. While you are excited to accomplish this phase of life as a student, I know you are also unsure of what the future holds.

One thing you know for sure is that you will soon be graduating from Trevecca and starting your career. I have put together a Senior Resource Guide to help you through this process. This book contains job search information, resume and cover letter examples, and interviewing and networking information. Use time this year to your advantage; get started on your job search now!

This book is also intended to help you jump start your job search and to encourage you not to wait until spring of your Senior year to get started. You become a professional through practice over time. There is not a switch that is magically flipped on graduation day to makes you professional; you become one over time though preparation. Think about it like this: you don’t get a driver’s license one day and a Ferrari appears in your driveway the next day. You don’t get a degree and the next day, your dream job shows up. You need to have had practice, experience and expertise under your belt first. Above all, YOU are in the driver’s seat of your career. You make decisions now that take you down a path that will impact the rest of your life.

All of these resources are for YOU! Use them to prepare yourself to be a competitive job seeker, no matter what your major is!

Please let me know if I can be of any help to you. Use me as a resource, too! I’m here for you.

Nicole Hubbs
Career Services
nhubbs@trevecca.edu
<table>
<thead>
<tr>
<th>Table of CONTENTS</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hire Me!</td>
<td>3</td>
</tr>
<tr>
<td>Job Search Tips</td>
<td>4</td>
</tr>
<tr>
<td>Parts of Resumé and Examples</td>
<td>5</td>
</tr>
<tr>
<td>Cover Letter Outline and Examples</td>
<td>10</td>
</tr>
<tr>
<td>Interview Dos and Don’ts</td>
<td>13</td>
</tr>
<tr>
<td>Interview Stream Information</td>
<td>14</td>
</tr>
<tr>
<td>Guide to Networking</td>
<td>15</td>
</tr>
<tr>
<td>Professional Dress</td>
<td>16</td>
</tr>
<tr>
<td>Considering Grad School?</td>
<td>17</td>
</tr>
<tr>
<td>Upcoming Career Fairs</td>
<td>19</td>
</tr>
<tr>
<td>Social Media</td>
<td>20</td>
</tr>
<tr>
<td>Senior Gift</td>
<td>21</td>
</tr>
</tbody>
</table>
Employers are continuing to feel that new graduates are not professionally prepared and that they give a less than stellar first impression during an interview. The Center for Professional Excellence at York College released new information this year that will make you want to be as prepared as you can be for life after TNU!

About half of the employers surveyed (48.6%) report feeling less than 50% of new employees exhibit professionalism in their first year.

The vast majority of respondents (90.8%) report that poor personal hygiene will negatively impact hiring opportunities. Three-fourths point to attire (74.8%) and facial piercings other than ears (74.3%) as having an adverse effect on the prospects of being hired.

The most frequently mentioned deadly mistake a candidate can make during an interview is inappropriate attire (44.8%). This reinforces the impact which appearance has on likelihood of being hired. This is followed by not being prepared for the interview (30.1%) and being late (29.1%).

You want to be as prepared as you can be for your interview and be able to be an excellent new hire for a company! This Senior Resource Guide will give you all the tools you need to be successful!
One of the best ways to be connected to employers is to sign up with HireMe! You can post your resume and search for jobs...employers can search for you, too! It’s easy and free for students and alums!

www.myinterfase.com/trevecca/student

Click “Click here to register!” to get started.
Actively search by letting your friends and family know what kind of jobs you are looking for. This is called networking. By letting people know what you are looking for, they will be able to connect you to a job about which you may not have known.

Employers won’t just call you out of the blue to hire you. You have to be proactive in your job search.

After you apply for a position (either through a website or over email), follow up with the employer a few days later to check the timeline of the hiring process. This keeps you fresh in his or her mind and lets him or her know you are motivated.

When you are applying for jobs, be sure to clean up your online life. That includes removing pictures or status updates that don’t highlight your best qualities. You don’t want an employer making any assumptions about you before you get to the interview!

Remember to dress professionally, unless specifically told otherwise. You always want to be overdressed instead of underdressed. If you get the job, you can adjust your daily wardrobe to the specific office culture.

After you interview, it is appropriate to send a thank you email or note to the people with whom you met.
Parts of Resumé

Contact Info
Include your name, email, phone number, and mailing address. Make sure your email and voicemail are professional. If you have an old email from high school that is CrAzYkId1990@aol.com, it’s time to change it. On your voicemail, just have a short professional message.

Skills Summary
This is a great section to include items that you want an employer to know about you, but don’t really fit in another category. Here you can include personal characteristics, proficiency or fluency in languages/computer programs, etc.

Education
This is where you list all the schools you attended in chronological order with Trevecca as the first one. After that, include all other schools you attended. Be sure to list the city, state, and dates you attended as well as your degree.

Courses Completed
This is a great category for folks who do not have a lot of work history. You can list up to eight upper-level classes in your major. Don’t include the course number or professor’s name, but you can list Abnormal Psychology, etc.

Experience/Related Experience
The meat of the resume, this is where you list your work experience, including internships. You will want to list your job title, the place of employment, city and state and dates of employment. For each job you list include three-five bullet points describing your work experience at that job. Begin each bullet with an action word (see the list).

Honors and Activities
This is where you can put all the extracurricular things you’ve been involved in at TNU or in the community. If you were on a sports team while at TNU, put that info here. Also, GPA and Dean’s list information can go here as well.

Things you MUST Know
• Do not use a template. Simply open a blank Word document and start typing. You can edit and format to your liking.
• Keep it to one page UNLESS you have a lot of great work history to include.
• Use 10-12 point font in a common, professional font like Times New Roman, Arial, Calibri or Garamond.
• Use 0.5 or one inch margins.
• Do not use color, pictures, or graphics. Keep your font in black and white to be professional.
John Student  
321 West Blvd. Nashville TN, 37210 • (615) 555-5555

Objective:  
To obtain a position as Junior Accountant at Downtown Nashville CPAs.

Personal Profile:  
Intelligent and disciplined professional with a superior record of academic success. Driven to achieve in all areas of life. Confident and resourceful combined with excellent leadership experience. Skilled communicator, both written and verbal. Hard working, competitive, and motivated.

Education:  
Bachelor of Business Administration, Concentration in Accounting  
Trevcca Nazarene University, Nashville, TN  
Expected Graduation May 2014

Related Courses Taken:  

Related Experience

Intern  
Brown CPAs  
Spring 2014
- Maintained new client online filing system for all partners, including updating contact information and statistical information for all existing clients  
- Assisted Senior partners during client meetings, including preparing individualized documents

Work Experience

Server  
Rainforest Cafe  
2009-2012
- Utilized superior communication skills to provide excellent service to diners  
- Created an adventurous environment through an energetic and friendly attitude  
- Deliver an unforgettable experience through prompt service and a dedication to customer service

Pool Manager  
Charlotte Pools, Inc  
2009, 2012
- Managed daily operations of a neighborhood pool in Charlotte, North Carolina  
- Created a fun environment for residents through organization of pool activities and games  
- Provide a safe environment for parents and children to swim by supervising trained lifeguards  
- In management role, prepared work schedules for each employee and maintained the facilities

Leadership Activities & Honors:  
Representative, Sophomore Class Council 2012-2013  
Vice-President, TIA Council 2012-2013  
Student Director of Intramurals and Student Recreation 2011  
Sophomore Business Major of the Year Award 2011
Objective: To obtain a full time biology teaching position with Metro Nashville Public Schools.

Strengths:
• Displays strong interpersonal skills with proven ability to be a team player
• Experienced in leading, organizing, and overseeing various activities and projects
• Comfortable teaching and speaking in front of large groups
• Enjoys using creativity in performing tasks
• Described by others as passionate, hard-working, and caring

Education:
Bachelor of Science, Biology Education
Trevecca Nazarene University, Nashville, TN  
May 2014

Associate of Science
Nashville State Community College  
May 2012

Work Experience:
Education Coordinator, Boys & Girls Club Middle Tennessee  
August 2012-Present
• Design curriculum for ages 6-18; tracking student grade progression, tutoring, testing for grant purposes.
• Hiring and managing work-study students and volunteers, develop program schedules, conduct Project Learn, manage an incentive store, taught reading, math, and science classes, assign tutors; responsible for transportation, collaboration with schools and parents, keeping records of the students, leading assembly
• Handles disciplinary actions with students, charge of field trips, SMART girls facilitator, served on Steering Committee 2010-2011

Arts & Crafts Teacher, Boys & Girls Club Middle Tennessee  
August 2010-August 2012
• Created displays and bulletin boards, daily art events, contests; tutored in Project Learn, wrote art curriculum; decorated for events; developed flyers

Youth Director, Rockvale Church of God  
February 2011– August 2012
• Maintained budget, charge of youth events, implemented church curriculum, increased memberships, served as positive role model

Librarian Assistant, Waggoner Library, Trevecca Nazarene University, Nashville, TN  
September 2010-August 2013
• Checked books in and out, assigned fines, collected fine money, shelved books

Awards:
Outstanding Part-Time Youth Development Professional 2009  
Boys & Girls Club of Middle Tennessee

R.A. of the Year Award 2009  
Trevecca Nazarene University Student Development

Volunteer Work:
Boys & Girls Club February 2009-August 2011, Mission Trip to help with 9/11 victims, Sunday School Teacher, Red Cross
David “Bubba” Example
615-555-5555  333 Murfreesboro Road, Nashville, TN 37210  dbexample@gmail.com

OBJECTIVE

SKILL SUMMARY  To get a great job!
Great desire to exceed in workplace; Personable individual; Compliant to authoritative expectations; Work well with different personality types; Experienced in organizing, filing, overseeing budget layouts, and making deposits; Quick and adaptable learner; Committed to strong Christian morals, and enjoys serving people in anyway I can.

COURSES COMPLETED
This is a list of a few of the upper classes I have completed through college:
Abnormal Psychology
Statistics
Research and Methods
Family & Society
Physiological Psychology
Urban Sociology

WORK HISTORY

October 2011-February 2012
Mimi’s Cafe
- Bakery assistant/cashier
- Customer service

May 2011-August 2011
May 2012-August 2012
Captain’s Quarters
- Waiter

Jan 2013 to present
Secretary for Bob Walters
- Answering Calls/ taking messages
- Filing, filing, printing
- Using Excel for various projects
- Reviewing articles for HFN monthly newsletters

EDUCATION:
Bachelor of Social Work
Trevecca Nazarene University, Nashville, TN
Candidate for Graduation: May 2014

Valedictorian
Christian Academy, Nashville, TN  2009
<table>
<thead>
<tr>
<th>Ability</th>
<th>Demonstrated</th>
<th>Facilitated</th>
<th>Judgment</th>
<th>Permanent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accompanied</td>
<td>Dependable</td>
<td>Formed</td>
<td>Justified</td>
<td>Served</td>
</tr>
<tr>
<td>Accelerated</td>
<td>Designed</td>
<td>Finalized</td>
<td>Keyed</td>
<td>Serviced</td>
</tr>
<tr>
<td>Achieved</td>
<td>Detailed</td>
<td>Financed</td>
<td>Keynoted</td>
<td>Simplified</td>
</tr>
<tr>
<td>Acquired</td>
<td>Determined</td>
<td>Formalized</td>
<td>Lasting</td>
<td>Sincerity</td>
</tr>
<tr>
<td>Active</td>
<td>Developed</td>
<td>Formulated</td>
<td>Licensed</td>
<td>Solved</td>
</tr>
<tr>
<td>Administered</td>
<td>Devised</td>
<td>Founded</td>
<td>Led</td>
<td>Sparked</td>
</tr>
<tr>
<td>Ambition</td>
<td>Discovered</td>
<td>Generated</td>
<td>Located</td>
<td>Stability</td>
</tr>
<tr>
<td>Analyzed</td>
<td>Displayed</td>
<td>Governed</td>
<td>Managed</td>
<td>Stimulated</td>
</tr>
<tr>
<td>Appreciate</td>
<td>Directed</td>
<td>Handled</td>
<td>Maintained</td>
<td>Streamlined</td>
</tr>
<tr>
<td>Approval</td>
<td>Distinctive</td>
<td>Headed</td>
<td>Merit</td>
<td>Praise</td>
</tr>
<tr>
<td>Aspired</td>
<td>Doubled</td>
<td>Helped</td>
<td>Monitored</td>
<td>Practical</td>
</tr>
<tr>
<td>Arranged</td>
<td>Earned</td>
<td>Hit</td>
<td>Negotiated</td>
<td>Praise</td>
</tr>
<tr>
<td>Assembled</td>
<td>Economy</td>
<td>Honest</td>
<td>Nominated</td>
<td>Prepared</td>
</tr>
<tr>
<td>Assisted</td>
<td>Educated</td>
<td>Honor</td>
<td>Normalized</td>
<td>Proposed</td>
</tr>
<tr>
<td>Budgeted</td>
<td>Effective</td>
<td>Imagination</td>
<td>Negotiated</td>
<td>Proficient</td>
</tr>
<tr>
<td>Build</td>
<td>Efficient</td>
<td>Imagination</td>
<td>Notable</td>
<td>Promoted</td>
</tr>
<tr>
<td>Capable</td>
<td>Eliminated</td>
<td>Implemented</td>
<td>Notable</td>
<td>Proposed</td>
</tr>
<tr>
<td>Clarified</td>
<td>Enacted</td>
<td>Improvised</td>
<td>Notable</td>
<td>Provided</td>
</tr>
<tr>
<td>Commanded</td>
<td>Encouraged</td>
<td>Improved</td>
<td>Notable</td>
<td>Recognition</td>
</tr>
<tr>
<td>Completed</td>
<td>Engineered</td>
<td>Improvised</td>
<td>Notable</td>
<td>Recommended</td>
</tr>
<tr>
<td>Composed</td>
<td>Enhanced</td>
<td>Increased</td>
<td>Notable</td>
<td>Recommend</td>
</tr>
<tr>
<td>Comprehensive</td>
<td>Enthusiasm</td>
<td>Induced</td>
<td>Notable</td>
<td>Remembered</td>
</tr>
<tr>
<td>Conceived</td>
<td>Envision</td>
<td>Influenced</td>
<td>Notable</td>
<td>Revised</td>
</tr>
<tr>
<td>Conducted</td>
<td>Established</td>
<td>Ingenuity</td>
<td>Notable</td>
<td>Revised</td>
</tr>
<tr>
<td>Confidence</td>
<td>Evaluated</td>
<td>Integrity</td>
<td>Notable</td>
<td>Revised</td>
</tr>
<tr>
<td>Conscientious</td>
<td>Exceeded</td>
<td>Initiated</td>
<td>Notable</td>
<td>Revised</td>
</tr>
<tr>
<td>Constructed</td>
<td>Excellence</td>
<td>Innovated</td>
<td>Notable</td>
<td>Revised</td>
</tr>
<tr>
<td>Controlled</td>
<td>Exceptional</td>
<td>Inspired</td>
<td>Notable</td>
<td>Revised</td>
</tr>
<tr>
<td>Converted</td>
<td>Executed</td>
<td>Installed</td>
<td>Notable</td>
<td>Revised</td>
</tr>
<tr>
<td>Cooperated</td>
<td>Exhibited</td>
<td>Integrated</td>
<td>Notable</td>
<td>Revised</td>
</tr>
<tr>
<td>Coordinated</td>
<td>Expanding</td>
<td>Intensified</td>
<td>Notable</td>
<td>Revised</td>
</tr>
<tr>
<td>Created</td>
<td>Experienced</td>
<td>Interpreted</td>
<td>Notable</td>
<td>Revised</td>
</tr>
<tr>
<td>Decided</td>
<td>Expedite</td>
<td>Invented</td>
<td>Notable</td>
<td>Revised</td>
</tr>
<tr>
<td>Delegated</td>
<td>Experienced</td>
<td>Invented</td>
<td>Notable</td>
<td>Revised</td>
</tr>
</tbody>
</table>

Use these words to start your resumé bullet points.
Cover Letter Tips

Name, title (always know a name and title)
Company Name
Address

Dear Mr./Ms. Last Name;

First Paragraph: Introduce yourself and state what you want in the first two sentences. You may want to state how you heard of the open position or who referred you.

Second Paragraph: This paragraph is redundant to your resume. State why you are qualified for the job. List your personal as well as professional characteristics and skills. Also list your accomplishment highlights that would pertain to this job. Additionally, state why you want to work for this organization. You should have done some research on the company and know the strong points that attract you to them. Tell what those points are. Make confident statements about yourself. Why would you be a “fit” for this job?

Third Paragraph: This is the “thank you,” follow-up paragraph. Add a sentence about being grateful that you are being considered for the position. Always end with a thank you sentence. Ex: “Thank you for considering my enclosed resume. I look forward to meeting you.”

Sincerely,

John Q. Student
Ms. Kate Howard  
Senior Human Resource Representative  
Northern Telecom  
200 Athens Way  
Nashville, TN  37228-1397

Dear Ms. Howard,

I am seeking an accounting internship position for the spring of 2015. I am a senior at Trevecca Nazarene University with a double major in Business Administration and Accounting. I was informed of your available internship through our Internship Coordinator, Nicole Hubbs, and am very interested in applying.

Practical experience is very important to me, and I recognize the value of a training opportunity in a significant corporate setting. I have a strong interest in Northern Telecom because of the excellent reputation of the company. I feel my academic training has prepared me to be valuable to you as well. I would very much enjoy interning with you for a semester and would earn three academic credits for a successful experience.

Thank you for your time and consideration of my enclosed resume.

Sincerely,

John Student  
615-248-1000
Mr. John Doe  
123 Business Solutions  
123 Murfreesboro Road  
Nashville, TN 37210  

Dear Mr. Doe,

While searching the Metro Nashville Public Schools website, I discovered the job posting for a middle school Biology teacher at Kammerer Middle School (KMS). I was very excited to see this since I attended KMS as a student years ago. I am genuinely excited about the possibility to join the teaching staff at KMS.

My interest in teaching started in my undergraduate experience at Trevecca Nazarene University as a Biology major. Through my coursework and experience working with students in other community settings, I shifted my focus from medical school to teaching. I feel that this is the path God wants me to follow, and I truly feel led in this way. I completed my student teaching at Collins Middle School last year, and from that time I learned how to plan engaging curriculums and how to keep biology interesting for students.

Thank you for considering my application for the middle school Biology teacher position. I am eager to hear from the search committee soon about my candidacy. After reviewing my cover letter and resume, please feel free to contact me with any questions.

Thank you for your consideration,

Jane Student
Interview Dos and Don’ts

Do
• Show up early
• Be clean and wrinkle free
• Bring extra copies of your resume
• Have some questions prepared for the interviewer

Don’t
• Ask about salary and benefits (the employer will bring it up when necessary)
• Talk badly about a former employer
• Chew nails
• Chew gum

✔ Trimmed Haircut
✔ Clean Shaved
✔ Warm Smile
✔ Confident Demeanor
✔ Firm Handshake
✔ Correct Body Posture
✔ Light Modest Makeup
Interview STREAM

Practice interviewing from the privacy of your room! With a webcam or computer with a camera, you can be interview ready in no time!

http://trevecca.interviewstream.com

Would you hire you?
Practice Interviewing. Anytime. Anywhere

SIGN UP NOW

Interview at 4pm

Job fair tomorrow at noon.

look for a job!
Step 1: Know Your Roadblocks
- Don’t talk to strangers - We have this engrained in us from a young age, and it’s hard to overcome.
- The Scarlet O’Hara Complex - We haven’t been properly introduced.
- Good things come to those who wait - Someone will just approach me to talk.
- Better safe than sorry - We don’t want to be rejected.
- He/She only wants one thing - They might think you are flirting with them.

Step 2: Overcoming Roadblocks
- Practice your introduction! Give your name and something about you that you have in common with the group.
- Be a host, not a guest! Start conversations and introduce people to each other, do not wait to be asked if you want a drink.
- Prepare your small talk! Discussion of current events is usually safe, but stay clear of controversial topics. People love talking about themselves, so ask people you are chatting with about their work/home/spouse/children or anything you have senses they are interested in.
- Be confident! Don’t fidget, but practice talking about your strong points that you would like to leave that person with.

Step 3: Where to Network
- You do not have to be in a professional setting to network, like a meet and greet or a cocktail party. Informal networking happens all the time!
  - On an airplane
  - On the golf course
  - On vacation
  - In restaurants
  - In class and internships
- It’s a small world after all! You don’t have to look far to see that everybody knows everybody. Be conscious of the impression you give people about you, especially if they are in a job/field that you would like to be in.
**Dress CODES:**

What do I **WEAR?**

**Business Casual**

Business Casual is what many people would typically wear to work at the office.

- Wear a pair of nice khakis paired with a polo shirt or other collared shirt. Dress shoes or loafers are appropriate.
- Dress pants or khakis with a fashionable top is appropriate. A casual skirt is also an option. Feel free to dress up your outfit with heels, jewelry and/or accessories if desired.
- **Tip:** Avoid the wrinkles! Iron your shirt and pants! Patterned collared shirts are a nice option for a less dressy feel than their solid counterparts.
- **Tip:** Wear your hair in your everyday style, and avoid overdoing it with makeup or perfume.

**Smart Casual**

Smart Casual (or dressy casual) is basically a combination of casual, business casual, and business dress codes, where you can combine them into a "smart" ensemble.

- This is your opportunity to pair denim with a sport coat. Khakis, trousers, vests and ties are other great options to bring into the mix.
- It’s safest to go with nice slacks or a skirt, though you could also wear a nice pair of dark jeans dressed up with a collared or otherwise dressy top. Throw on a blazer for an extra touch of class.
- **Tip:** If opting for jeans, your denim should look somewhat dressy, fresh and sharp with no wear or holes.
- **Tip:** For Smart Casual, you should look sharp, stylish and neatly put together.

**Business Informal**

Informal attire may be a misnomer as it does call for a bit of formality (not to be confused with Casual attire). Business and Informal attire is more sophisticated than Smart Casual, often signaling the need for suits, ties and dresses.

- Wear a business suit with tie. You may also opt for nice slacks with a sports jacket and tie.
- Wear a business suit or business style dress with heels (high or low).
- **Tip:** For Business and Informal dress codes, stick to business colors: black, navy blue, gray or brown.

**Semi-Formal**

Semi-formal attire is more fancy than business attire but just a notch below formal tuxedos and fancy gowns.

- Wear a dark suit with long tie.
- This is the perfect time to break out that little black dress. Most women will wear a classy short evening dress, though you may also opt for dressy separates.
- **Tip:** The more formal the dress code, the less expression you are allowed in determining your attire options; this is particularly true for men.
- **Tip:** Ladies should avoid very short dresses and skirts that are shorter than 1 inch above the knee.
Considering Graduate School?

Check out these helpful TIPS

**What Next?**

Post undergraduate education – whether in graduate, law, business, or medical school – is becoming an essential part of career development for today’s university and college students. For many careers an advanced degree is not only preferred, but actually required and used as a screening criteria. While some may joke that getting an advanced degree is a great way to put off getting a “real job” the reality is that post undergraduate study programs are designed by professionals and researchers in their respective field to prepare continuing students for the day-to-day demands of a specific profession.

The first step in determining your career aspirations, by way of post undergraduate study, is to determine what kind of degree you’ll be seeking, and in turn, what kind of entrance exam you’ll be up against. For Law School there is the LSAT, for a Business Degree there’s the GMAT, for Medical School there’s the MCAT, and for everything else (all of your assorted MAs and PhDs) there’s the GRE. Look below/on the next page for more individual program information.

**Getting In!**

Now that you know what test you’ve got to pass before you can take the next steps in your career development, you’re probably asking yourself: Do I really want to do this all over again?! Do I have the time, money, and patience to pursue this additional degree right now? Will the end result be worth the additional years of school? Don’t Fret! We’ve got the Pros and Cons of Graduate Study laid out for you below in our reasons to go and not to go to Graduate, Law, Business, and/or Medical school:

**Reasons to Go**
- Compete on a level playing field
- Career advancement
- Maximize earning potential
- Want to change your life
- Opportunities
- Isn’t necessarily obvious

**Reasons Not to Go**
- You have a job people would kill for
- Current loans
- Giving up multiple year’s salary
- Put your current career on hold
- Assume substantial debt
- Personal sacrifices (time, family, etc)

Once you’ve weighed the reasons for matriculating into an additional degree program you’re probably wondering what factors into the admissions process. Just like applying to your undergraduate university, you should plan to apply to at least one safety program, two good fits, and one reach (though most medical and law school applicants apply to a range of 7 to 15 potential programs). Also, just like applying for undergraduate study, the numbers on your application are important. A strong GPA and strong entrance exam scores help to make a strong case for your admission. It’s important to contact your program of interest early on to determine their scoring range/criteria. That said, the numbers won’t guarantee that you get in, but bad grades and a low qualifying test score can keep you out. Good junior and senior year grades in your major, as well as a competitive test score, will get your foot in the door, then it will be a matter of your subjective factors.

The subjective factors that most, if not all, programs give precedence are: Recommendations, Personal Statement, Interview, Academic Resume/CV (Dean’s/President’s list, research projects, published papers, etc), Extracurricular clubs and activities (i.e. what positions did you hold and what kinds of volunteerism did you exhibit while in undergrad), and your personal background. Schools use this information to determine what kind of a “fit” you will have with the faculty, the other students, and the program at large. Each of these factors are important and can carry weight with regards to how likely a program/faculty member is to campaign on your behalf as a good fit within the matriculating cohort.
Business School
If you’re going to business school consider whether your schools of interest are just looking for undergrads with the right major and course work (economics, finance, political science) or whether they’d prefer students with some real world experience. Depending on your school’s preferences it may be best to take a job for a few years before seeking your MBA. Getting into the right MBA program can make a difference in your marketability and salary potential, plus 93% of 2010 MBA graduates reported having jobs after graduation, with 9 out of 10 finding them upon graduation.

Medical School
Ready to head to medical school? Consider if your plans should take you to an allopathic (MD) or osteopathic (DO) program of study. There are a total of 134 MD programs and only 26 DO programs within the United States. DO (Doctors of Osteopathic Medicine) programs focus on holistic and preventative care, with additional training on the body’s musculoskeletal system leading most DOs to be general practice internal medicine doctors. MD (Medical Doctors) programs allow for specialization in a particular area (e.g. pediatrics, cardiology, obstetrics, etc) and have more of a research focus, with the option of enrolled students pursuing MD/MS or MD/PhD degrees. You should take time to discover the academic focus of your intended programs, consider if they prioritize research, specialty medicine, primary care, patient interaction, or research. Remember they want you to fit within their program just as much as you want to fit! To jump back to numbers and subjective factors again, medical school admissions is a very competitive process that requires a strong GPA (3.5+) and MCAT scores (currently 10 or higher in each section), plus very strong letters of recommendation as well as a well-rounded clinical, research, and service background. Know your chances when making your list of intended programs.

Law School
If you’re working towards law school, don’t worry if you didn’t happen to take a pre law course load while in undergrad. Due to the intense amounts of reading, research, and writing involved in law school and a legal career undergraduate degrees in English, Philosophy, History, Environmental Studies, the sciences, etc are perfect preparation. Make sure to consider program rank and focus when picking where you’ll apply. Given their applicants’ diverse academic and personal backgrounds, law schools lean very heavily on the numbers in an application, meaning your GPA and LSAT scores are of paramount importance. Pay close attention to a school’s score criteria for matriculating students and whether or not you fit that mold; this consideration pushes many students towards applying to two or three safety programs just in case. Outside of the scores you should base your decision on two factors: concentration/focus of the program and location/certification of the program. Location and certification are very important because they may influence where you and with who you practice law as law school graduates have to pass the bar exam (make sure your school is American Bar Association certified, or you won’t even be eligible to take the exam) in the state where they want to live and practice law. Even more, summers should be spent working with local law clinics, business, and government offices with legal services so that you’ll be able to network towards a job once finished with your degree.

How do we Help?
The Princeton Review offers unrivaled test preparation for the GRE, GMAT, LSAT, and MCAT in the form of Courses and Tutoring. Courses feature set schedules and pedagogy that is guaranteed to improve your score, while not ruining your schedule. Our courses run in the evenings during the work week and on the afternoon during weekends. Tutoring with The Princeton Review can be custom tailored to your needs and schedule while working with the top instructors in Tennessee. Tutoring is the most effective solution for students with lots of extracurricular responsibilities and/or more advantageous score improvement goals. Our office staff has a combined 20+ years of test preparation excellence and is here to help guide you through the process of preparing for your next entrance exam. Contact us today for more information!
SAVE THE DATE!

College to Career Fair & Teacher Recruitment Fair

2 Fairs - 1 Day!

Spring 2016

✓ Meet 200 employers representing ALL career fields!
✓ Research companies BEFORE you get to the fair!
✓ Bring copies of updated resume!

For location and date information visit

www.nashvillefairs.org

TREVECCA
NAZARENE UNIVERSITY
Career Services

Fall Internship and Career Fair

Friday, November 11 • 10 AM -12 PM in TSAC
Social Media

Do you Trevecca?

Follow us on all social media

facebook.com/treveccanazarene
twitter.com/Trevecca
instagram.com/treveccanaz
youtube.com/trevecca
pinterest.com/troytrevecca
flickr.com/photos/trevecca
trevecca.edu
treccalive.com
Abba Java is “coffee for a mission.” It raises funds for Trevecca Around the Globe trips and provides job training, life skills experience, and mentoring for teens who are blind through its partnership with Metro Nashville Public School’s Vision Program.

Abba Java sponsors a senior class drink, “The Cap and Gown,” a house coffee with your choice of flavors added.

Write your name on the hand, cut it out, and redeem it at Abba Java for your FREE senior drink.

Praying for senior to be the working hands of Jesus in our world.
CENTER for Leadership, Calling, and Service
615-248-1346