

Career Guide

Getting Trojans Hired

Career Planning:

Finding your
Path

Resume Tips:

Making a Good
First Impression

Get to Know Yourself:

Assessments with
matching majors and
careers

TROJAN WARRIORS

TONE
& **A**LL

TROY UNIVERSITY™

Office of
Career Services

"I NEVER WANT YOU TO HAVE A
JOB. I ENCOURAGE YOU TO HAVE A
CAUSE THAT BECOMES YOUR
COMMITMENT THAT BECOMES
YOUR CAREER."

-DR. JACK HAWKINS, JR.
CHANCELLOR, TROY UNIVERSITY

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Welcome from Troy University's Office of Career Services

124 Eldridge Hall



@troyucareer

Welcome to the Office of Career Services at Troy University! Our career services team prepares the leaders of tomorrow by providing progressive and timely career services of the highest quality to current TROY students and alumni. TROY Career Services seeks to assist students with choosing their major, exploring their career interests, gaining work experience, drafting an effective resume, and providing guidance in their professional job search.

The Office of Career Services serves all TROY students at every location, including online! Do not wait until it is too late to start using all the resources our office provides.





get involved with career services!



Career Services'

EVENTS



LOOK OUT FOR:

1

Career Fairs

From department specific fairs to networking mixers, if you're looking for a way to engage with possible future employers, we've got you covered!

2


Career Closet

Looking for the perfect outfit for your next big interview, but not sure how to do it on a budget? Come visit our Career Closet!

3

Major Exploration Fair

Unsure of what major you'd like to pursue, or curious about all the majors offered at TROY? Attend the Major Exploration Fair and hear from each department's faculty and upper level students!



What to do to Prepare for a Career Fair:

Tips from Top Resume

What to do on the day of the fair

- *Arrive as early as possible*, come dressed appropriately for the job fair, and then follow these tips to make the most of your time.
- *Be confident and enthusiastic*: Introduce yourself with a smile and a firm handshake. Companies are there because they want to meet you, and more importantly, make a hire. Be ready to give your elevator pitch when appropriate. If you're still a student, talk about your academic and extracurricular experiences as well as your career interests.
- *Take notes if necessary*: Do this especially "when you inquire about next steps and the possibility of talking with additional managers," says the UC Berkeley career center. "Write down the names, telephone numbers, etc. of other staff in the organization whom you can contact later."
- *Ask the company representative for a business card*: This will give you all the information you need to get in touch with this person if necessary and to send a thank-you note for the time the representative spent with you. Believe it or not, many a candidate has won the job because of a thank you.
- *Network, network, network*: In addition to the company representatives, make time to talk with other job seekers to share information on everything from the companies to job leads and get their contact information if possible. Also, definitely approach any professional organizations at the fair and get information for future networking opportunities.

Actions to take after the event

Once you've prepared for the career or job fair and then actually attended, there are a few important things to do once it's over.

Here's what to keep in mind:

- *Follow up with company representatives you talked to*: As mentioned previously, send a thank-you note as soon as possible after the fair. Review your interest in and qualifications for the job and promise to follow up with a phone call. You can also attach another copy of your resume to the note or email.
- *Continue to network*: Reach out to fellow attendees you talked with to share your experience of the job fair and ask about their successes. Tell them you'll keep them in mind if you see an open position they might want and ask them to do the same for you. Join any of the professional organizations that were at the fair if they are appropriate to your career goals, as well.

-Read the complete article at
TopResume.com



Career Planning Checklist:

Your 4 year career plan

College is full of a lot of things. Formals, finals, and friendships take up the majority of your time. Are you wondering how to plan your career and still get everything else done? Look below for the steps you should be taking each year to move your career plan forward, and still be able to enjoy college!

Freshman Year: Explore Careers

- Assess your interests, values, and skills by visiting with a career counselor in Career Services.
- Participate in Volunteer Events to build your resume.
- Participate in on-campus organizations to develop your leadership skills and build your resume.
- Get familiar with Career Services.
- Log into your Handshake account.
- Seek career-related summer employment or job shadowing opportunities.
- If Undeclared, consider registering for Troy 1102 "Major Exploration" Class.

Sophomore Year: Gain experience

- See Career Counselor to assist in identification and clarification of career options.
- Attend the Major Exploration Fair
- Choose a college major, if you have not already done so.
- Explore part-time or on-campus employment in field(s) of interest.
- Develop a resume for use in applying for internships and career-related summer employment. Have resume reviewed by Career Counselor, then upload it in Handshake for review.
- Begin networking with employers by attending the Career Fair.

Junior Year: Refine Skills

- Conduct informational interviews with people currently working in your field of interest or shadow professionals.
- Participate actively in career-related student organizations.
- Attend the Fall and Spring Career Fairs and/or Major Exploration Fair (if applicable).
- Begin networking via family and friends to make contacts in field of interest.
- Schedule a mock interview with a Career Services staff member.
- Consider registering for Troy 3300 "College to Career" Class.

Senior Year: Finalize Plans

- Revise resume and have it critiqued in Career Services.
- Apply to Graduate or Professional school; visit the Writing Center to review your Personal Statement.
- Participate in on-campus interviews coordinated by the Career Services Office.
- Search and apply for jobs in Handshake.
- Try to obtain 2 interviews per week.
- Graduate with a job waiting! Inform Career Services of your job by emailing troycareer@troy.edu.



International Students: How to be Successful

We care about your career success. If you are an international student searching for job opportunities outside of your home country, you'll need more than a solid GPA—learn to adapt to your new culture and adopt a new search strategy. For success in the United States, you'll need to demonstrate a variety of strengths to help you stand out from your peers.

Communication skills are key:

Many American employers may be reluctant to hire non-U.S. citizens so strong speaking, writing, and interpersonal skills are essential to overcoming this obstacle. Insufficient oral or written English language proficiency may jeopardize your job prospects. Also a lack of understanding cultural norms can undercut your attempt to attain a job in the U.S. To improve and perfect your communication skills, step out of your comfort zone and practice your language skills at every opportunity — get involved in activities or volunteer in the community.

Plan ahead and focus:

After exploring your career options, identify your desired career path and plan ahead for success. Attend career events and employer on-campus recruiting events. Troy University's International Programs can provide you with the basic understanding of work authorization guidelines on campus as well as off-campus internships, OPT and CPT.

MyVisaJobs is a free resource with information on work authorization (such as H-1B and student visas) and provides databases for finding companies that have requested H-1B visas each year. www.myvisajobs.com

Know your competitive skill set:

Before you begin your job search in the U.S., reflect on your employable skills and realize many U.S. employers value both job-specific and other “soft” skills that may have been developed from other jobs or experiences. Think about your unique experiences such as academic, employment, volunteering, leadership, athletics, etc. and ready yourself with examples of how you have developed, applied or demonstrated those skills. Don't broach the topic of your international student status as a negative, instead frame cultural and language qualities into your resume and the conversations you have with recruiters in a positive way. After doing this evaluation, target companies that are willing to sponsor your visa and can use your unique skill set.

International Students: How to be Successful Cont.

Networking in the U.S. | Be Proactive:

Approximately 75% of job opportunities are found by networking. The purpose of networking is to build meaningful relationships with people in careers, industries and organizations that interest you. This will provide you with a variety of information which will be useful to learn about professional opportunities. The best way to begin building these relationships in the U.S. is through professional and social opportunities.

Opportunities:

Don't shy away from introducing yourself to leaders and other professionals within a company you're interested in. Online resources such as LinkedIn and Handshake are great ways to network as well.

Keep your options open:

Try not to limit yourself strictly to the U.S. and make professional relationships with businesses in your home country and other countries worldwide in order to keep your options open.

Get support:

Stop by the Office of Career Services and speak with a career counselor who can discuss your professional goals and help you with your job search.



How to Choose a Major:

Self-assessment is the first step in the career planning process. TROY Career Services offers two on-line tools-**Focus and SiGi3**- to help you identify your interests, skills, personality, and values and how they can be matched with your educational and career goals. These can be found on our my.troy website under career exploration.

Not sure about your major?
Career Classes can help!

- *Troy 1102 Major Exploration and Planning (1 hr.)*

The primary purpose of this course is to assist students who are undecided in their educational and career plans to identify interests, skills and values, and to develop goals. It also serves to assist non-traditional students considering a career change. Offered on the Troy Campus Fall and Spring semesters.

- *Troy 3300 College to Career (3 hr.)*

The primary purpose of this course is to aid students in making a successful transition from college to career. It also serves to aid non-traditional students in career transition. Offered online each term.



Get to Know Yourself with a

Personality Test!

**HOW
DOES IT
WORK?**

It's simple! On the next page, mark yes or no next to each question in each personality section. When you're done, add up the number of times you marked "yes" for that section. Your top 3 highest amounts of yes are your top traits!



Rogue Community College

HOLLAND TYPES EXERCISE

REALISTIC—"DOER"

ARE YOU SOMEONE WHO:

- | | | | |
|--|-------|------|-------------|
| » enjoys working with your hands? | Yes__ | No__ | |
| » is mechanically inclined, good at fixing things? | Yes__ | No__ | |
| » prefers concrete problems over abstract ones? | Yes__ | No__ | |
| » likes working outdoors or in open areas? | Yes__ | No__ | |
| » enjoys athletics or "physical" tasks? | Yes__ | No__ | Total Yes__ |
-

INVESTIGATIVE—"THINKER"

ARE YOU SOMEONE WHO:

- | | | | |
|---|-------|------|-------------|
| » likes math and/or science? | Yes__ | No__ | |
| » prefers to work alone rather than in a group? | Yes__ | No__ | |
| » enjoys finding solutions to complex problems? | Yes__ | No__ | |
| » is confident in your intellectual abilities? | Yes__ | No__ | |
| » finds it easy to get wrapped up in a project? | Yes__ | No__ | Total Yes__ |
-

ARTISTIC—"CREATOR"

ARE YOU SOMEONE WHO:

- | | | | |
|--|-------|------|-------------|
| » enjoys art, music, drama, literature, writing? | Yes__ | No__ | |
| » prefers work in free, unstructured environments? | Yes__ | No__ | |
| » prefers to do things your own way? | Yes__ | No__ | |
| » is willing to take a risk and try something new? | Yes__ | No__ | |
| » likes to work in small, closely knit groups? | Yes__ | No__ | Total Yes__ |
-

SOCIAL—"HELPER"

ARE YOU SOMEONE WHO:

- | | | | |
|--|-------|------|-------------|
| » can easily read others emotions and needs? | Yes__ | No__ | |
| » finds it easy to talk to other people? | Yes__ | No__ | |
| » enjoys teaching and tutoring others? | Yes__ | No__ | |
| » likes to help people solve problems? | Yes__ | No__ | |
| » enjoys working with groups of people? | Yes__ | No__ | Total Yes__ |
-

ENTERPRISING—"PERSUADER"

ARE YOU SOMEONE WHO:

- | | | | |
|--|-------|------|-------------|
| » tries to convince others to see things your way? | Yes__ | No__ | |
| » takes or is placed in a leadership role? | Yes__ | No__ | |
| » enjoys making things happen? | Yes__ | No__ | |
| » is good at organizing activities for others? | Yes__ | No__ | Total Yes__ |
| » likes competition? | | | |
-

CONVENTIONAL—"ORGANIZER"

ARE YOU SOMEONE WHO:

- | | | | |
|---|-------|------|-------------|
| » prefers a well-ordered environment? | Yes__ | No__ | |
| » is good at working with data and information? | Yes__ | No__ | |
| » is most comfortable with steady routines? | Yes__ | No__ | |
| » is good at analyzing information? | Yes__ | No__ | |
| » is careful, orderly, and calm most of the time? | Yes__ | No__ | Total Yes__ |
-

Fill in the three highest scores from above. This is your Holland RIASEC Code.

1) _____ 2) _____ 3) _____

SO WHAT DO I DO WITH IT?

Majors at TROY by Interest Type

REALISTIC

1. Physical Education
2. Pre-Engineering (Chemistry, Physics, Math)
3. Technology
4. Surveying and Geomatics
5. Criminal Justice
6. Kinesiology/Exercise Science
7. Sports Management
8. Information Systems

INVESTIGATIVE

1. Anthropology
2. Biology/Sciences
3. Mathematics
4. Pre-Engineering (Chemistry, Physics, Math)
5. Business (Economics, Accounting)
6. Pre-Health Programs
7. Kinesiology
8. Sociology
9. Psychology
10. History
11. Criminal Justice
12. Nursing

ARTISITIC

1. Music
2. Art
3. English
4. Theatre
5. Dance
6. Communications
7. Journalism
8. Graphic Design
9. Foreign Language
10. Pre-Law
11. Hospitality/Tourism Management
12. Interpreter Training

SOCIAL

1. Anthropology
2. History
3. Philosophy
4. Pre-Health Programs
5. Kinesiology
6. Sports Management
7. Education
8. Social Work
9. Nursing
10. Political Science
11. Psychology
12. Sociology

ENTERPRISING

1. Business Administration
2. Economics
3. Human Resource Management
4. Marketing
5. Management
6. Communications
7. Pre-Law
8. Mathematics
9. Political Science
10. Hospitality, Sport, and Tourism Management

CONVENTIONAL

1. Accounting
2. Economics
3. Finance
4. Mathematics
5. Computer Science
6. Information Systems
7. Marketing
8. Biology
9. Criminal Justice
10. Hospitality, Sport, and Tourism Management

Possible Careers by Interest Type

REALISTIC

1. Archaeologist
2. Athletic Trainer
3. Corrections Officer
4. Engineer
5. Fish and Game Warden
6. Forester
7. Physical/Occupational Therapy
8. Police Officer
9. Property/Recreation Manager
10. Surveyor

INVESTIGATIVE

1. Actuary
2. Anthropologist
3. Biologist
4. Chemist
5. Computer Systems Analyst
6. Dentist
7. Geologist
8. Mathematician
9. Nurse Practitioner
10. Pharmacist
11. Physician, General Practice
12. Psychologist
13. Software Engineer
14. Veterinarian
15. Web Site Developer

ARTISITIC

1. Actor/Actress
2. Advertising Manager
3. Art Teacher
4. Dance Instructor
5. English Teacher
6. Graphic Designer
7. Interior Designer
8. Journalist/Reporter
9. Museum Curator
10. Music Teacher
11. Photographer
12. Writer/Editor

SOCIAL

1. College Professor
2. Community Organization Director
3. Counseling Psychologist/Therapist
4. Elementary School Teacher
5. High School Teacher
6. Hospital Administrator
7. Insurance Claims Examiner
8. Minister/Priest/Rabbi
9. Occupational Therapist
10. Personnel Recruiter
11. Physical Therapist
12. Police Officer
13. Real Estate Appraiser
14. School Counselor
15. Social Worker

ENTERPRISING

1. Advertising Sales Representative
2. Banker/Financial Planner
3. Chamber of Commerce Executive
4. Credit Analyst/Manager
5. Customer Service Manager
6. Education and Training Manager
7. Insurance Adjuster/Agent
8. Lawyer/Attorney
9. Lobbyist
10. Marketing Manager
11. Public Relations Representative
12. Real Estate Agent
13. Retail Sales Manager
14. Stockbroker
15. Tax Accountant

CONVENTIONAL

1. Accountant
2. Budget Analyst
3. Building Manager
4. Claims Adjuster
5. Computer Operator
6. Court Reporter
7. Customs Inspector
8. Data processing worker
9. Financial Analyst
10. Insurance Adjuster/Underwriter
11. Paralegal
12. Safety Inspector
13. Tax Accountant/Consultant
14. Travel Agent

here are some
examples of
careers for each
personality

Why Should I Get an Internship?

According to CNN, a great résumé and recommendations aren't always enough.

In the competitive professional world, you need an internship. Internships may sound like just a lot of extra work for you; however, they pay off majorly. One in four interns for The McTigue Financial Group in Chicago end up being a full-time financial representative after graduation.

Internships may take a whole summer of your time, but they more than reward you for it.

Melissa Benca, director of career services at Marymount Manhattan College in New York City, says that internships play a huge role in our economy.

In fact, according to Benca, your internship could even turn into a full-time, paid position once you have your degree. This turns the economy around and gives you job security.

Companies benefit because they get to "test" their new employees. By hiring interns, companies can see how individuals react in real time work situations and thereby decide whether to hire them or not.

Additionally, having an internship benefits YOU more than just a potential job interview.

According to CNN, there are 7 real benefits you get from having an internship.

1. The opportunity to "test drive" a career
2. Chances to network
3. Establishing relationships with mentors
4. Possible college credit or certification
5. An introduction to the field's culture and etiquette
6. Accumulating new skills
7. Gaining a "real world" perspective on an occupation

-Beth Braccio Hering



Keys to a successful RESUME!

TIPS TO BUILD YOUR BEST PROFESSIONAL RESUME

There are two types of resumes: chronological, which lists experience in reverse chronological order, and functional, which groups skills together. Remember to always be accurate and 100% honest!

Here are some tips to follow when creating your resume. Be sure to bring it by Career Services in Eldridge Hall 124 when you're done!

Name: Include nickname or preferred name in quotations.

Phone #: Be sure to have a voicemail.

Email Address: School or professional.

Personal Website/LinkedIn: Add with contact information if appropriate.

Summary: Change for every position.

Education: List in reverse chronological order. List GPA if 3.0 or higher. Omit high school information after freshman year. Can list special training, trade schools, or workshops here.

Experience: Be consistent in how you list job title and employer. Be consistent with punctuation. Can create two sections-Professional Experience and Additional Experience.

Activities and Leadership Positions: Volunteer work may be listed in a separate category.

Honors: Optional.

Margins: Use ½" to 1" margins on all four sides.

Length: With less than 10 years of experience, limit to one page. Additional pages should be labeled with name and "page 2"

Custom Design: Avoid templates. Vary resume for different environments. Change objective/summary and content with every position.

Printing: Use 8 ½" x 11" white or tan resume paper. Always use black ink.

Proof for Errors: Have Career Services staff, professors, family, and peers critique your resume.

20-30 Second Scan: On average employers spend less than 30 seconds looking at a resume. Use bullets, bold font, and indentions to guide their eyes.

References: Include on separate page



RESUME FORMAT AND TIPS

Name: Include nickname or preferred name in quotations.
Phone #: Be sure to have a voicemail.
Email Address: School or professional.
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Summary: Change for every position.

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Honors: Optional.

Name phone number email address city, state	
PROFESSIONAL SUMMARY/QUALIFICATIONS SUMMARY A brief, clearly worded statement of your years of experience, field, and specific skills that are relevant to the desired position.	
EDUCATION	
Degree University, City, ST	Expected Graduation: Date
<ul style="list-style-type: none">• Minor: if applicable• GPA: #.##/4.0	
EXPERIENCE	
Job Title Employer, City, ST	Dates of Employment
<ul style="list-style-type: none">• List experience from present to past• Include full-time jobs, part-time jobs, internships, co-ops, and volunteer work if they relate to the position you are seeking• 3-5 bullet points for each job listed• Start each bullet with action verb/skill (past tense if experience is completed)• Quantify: How many people did you supervise? How much money did you manage?• Share successes, outcomes, and improvements you made, not just duties of position	
ACTIVITIES AND LEADERSHIP POSITIONS	
Current position (if applicable), Organization (bold if no position is listed), Dates	
<ul style="list-style-type: none">• List only those organizations (sports, clubs, student government, etc.) in which you contribute regularly and actively• List activities that demonstrate skills, leadership, or membership in career related organizations	
HONORS	
<ul style="list-style-type: none">• Honor/Award – Short explanation of award- qualifications, significance, etc.	
Other Possible Categories:	
<ul style="list-style-type: none">• Language Proficiency• Collegiate Athletics• Military Experience	

Be accurate and 100% honest

Margins: Use ½" to 1" margins on all four sides.

Length: With less than 10 years of experience, limit to one page. Additional pages should be labeled with name and "page 2"

Custom Design: Avoid templates. Vary resume for different environments. Change objective/summary and content with every position.

Printing: Use 8 ½" x 11" white or tan resume paper. Always use black ink.

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20-30 Second Scan: On average employers spend less than 30 seconds looking at a resume. Use bullets, bold font, and indentions to guide their eyes.

References: Include on separate page.

John Example

jexample@troy.edu • (111) 222-3333 • Troy, AL

EDUCATION

Bachelor of Science in Communication Studies Expected Graduation: May 2021
Troy University, Troy, AL

- Minor: Leadership
- GPA: 3.3/4.0

EXPERIENCE

Resident Assistant August 2019-present
Troy University Housing, Troy, AL

- Conduct biweekly room checks
- Organize hall meetings; plan social and educational programs
- Mediate conflict between roommates; enforce dorm and campus policies

Staff Reporter October 2018-May 2019
Tropolitan, Troy, AL

- Generated ideas and completed 3+ stories per week
- Edited 10 to 15 stories each week, consistently meeting tight deadlines

Cashier May 2017-August 2017
Chick-fil-A, Dothan, AL

- Provided a friendly and customer-oriented dining environment
- Handled cash, checks, and credit card transactions

ACTIVITIES AND LEADERSHIP POSITIONS

President, Social Fraternity, Troy University 2019-present

- Direct 7-member executive council to achieve chapter/national goals
- Serve as liaison to 100 member organization and national organization
- Plan and assess ideas for social, volunteer, and community activities

Service Chair, Circle K International 2018-2019

- Served as a line of communication between the Jean Dean Reading is Fundamental warehouse director and the clubs in Alabama
- Promoted service in the clubs throughout the state of Alabama through projects, email, newsletters, and phone calls
- Organized a t shirt fundraiser to benefit Jean Dean RIF

LANGUAGE PROFICIENCY

- English – Native
- Spanish – Fluent
- French – Beginner

HONORS

- **Alpha Lambda Delta Honor Society** – Freshman who have achieved a 3.5 or higher GPA
- **Chancellors List** – Fall 2017, Spring 2019 - Students who earn a 4.0 or higher GPA
- **Lambda Pi Eta** – Communication majors who have achieved a 3.25 or higher GPA

<https://my.troy.edu/career-services/>

Troy University Career Services 2019

an example
Resume

The Robot Rejected My Resume, What Do I Do Now?

An Excerpt from Big Interview

These software applications are called many things — applicant tracking systems (ATS), resume screening software, resume robots, soulless automated resume rejecters, etc. But whatever you prefer to call them, it behooves you to learn to speak their “language” fluently in order to make your resume stand out enough to even be glimpsed by human eyes.

Old resume tracking systems weren't nearly as sophisticated as modern versions. In the past, you could simply employ critical key words (and tons of articles were written with the goal of advising you on how to do this) at various points in your resume in order to attract attention and be recognized as a potential star hire worth interviewing.

Unfortunately, many people in the past went overboard with the resume keyword stuffing process and created resumes that were pure nonsense. Considering that human eyes will eventually view the resume (if you're lucky), this is a bad idea and one that shouldn't be considered in an effort to game the system.

Before you can figure out how to craft a resume that wows the robot, it's helpful to first learn what the robot is looking for. Lifehacker explains that the system is actually quite simple, despite all the complexities involved.

First, the software removes all formatting from the resume and scans for specific recognized keywords and key phrases.

Next, it sorts the content of your resume into individual categories:

1. Education
2. Contact Information
3. Skills
4. Work Experience

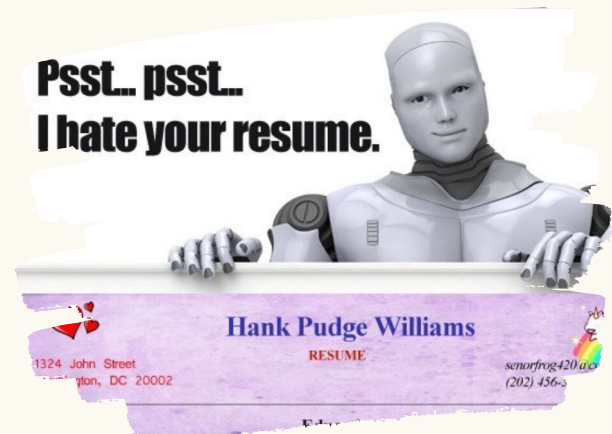
Then, the employer's list of desired skills and keywords are matched against the results of the resume to determine your potential value to the organization.

Resumes with the highest scores relevant to the employer's specified keywords and phrases combined with your years of experience will be moved up for further review.

Tips to make it past the robots and get noticed by real humans:

- Nix the headers in your resume.
- Mirror wording from the actual job description in your resume.
- Nail your keywords.
- Use acronyms and spelled out form of titles, professional organizations, certifications, and other industry lingo, etc.
- Repeat important keywords related to your skills two or three times in the resume, or more depending on the length of your resume.
- Discuss keywords with an insider.
- Give job-related keywords depth within your resume.
- Dive deeper into your keywords.
- Use bullets rather than paragraphs to describe your work.
- Take advantage of cloud services when writing your resume.
- Avoid creative wording and descriptions.
- Use the company website for keyword guidance.
- Include your address (not in the header or footer).
- Replace the career objective section with a bulleted qualifications summary.
- Don't use graphics, logos, or tables in your resume.
- Choose your font wisely (sans-serif fonts — like Verdana or Tahoma-- larger than 11 point).
- Use social media to your advantage.
- Submit resumes in text format rather than PDFs or MS Word.
- Don't place dates before work experience on your resume.

-Elizabeth Magill





ROBOTS

Reading Your Résumé

NEW RÉSUMÉ-FILTERING TECHNOLOGY MEANS THE OLD RÉSUMÉ RULES MAY NO LONGER APPLY.

Have you ever

applied online for a job you thought you were perfect for, only to never hear back from the employer? Your résumé may have been kicked out of the application pool because you designed it for human eyes—not for the robot eyes of Applicant Tracking Systems (ATS), the recruiting tools many organizations are now using to help streamline the hiring process. That means, if you want your résumé to make the final cut, you should consider letting go of outdated rules and **focus on making it robot-friendly first.**

WHY EMPLOYERS

Need ROBOT ASSISTANCE

Employers face major obstacles when searching for the perfect candidate. Applicant Tracking Systems help eliminate many of these challenges.



144 people



apply for each entry-level position posted.

89 people



apply for each professional-level position.

Some large companies, such as Google, have received thousands of applications—up to

75,000 IN A WEEK.

Only 35%

of candidates are qualified for the positions they seek, which could be because **some candidates spend as little as 50 seconds reading job descriptions** before they apply.



It costs a company about

\$3,479

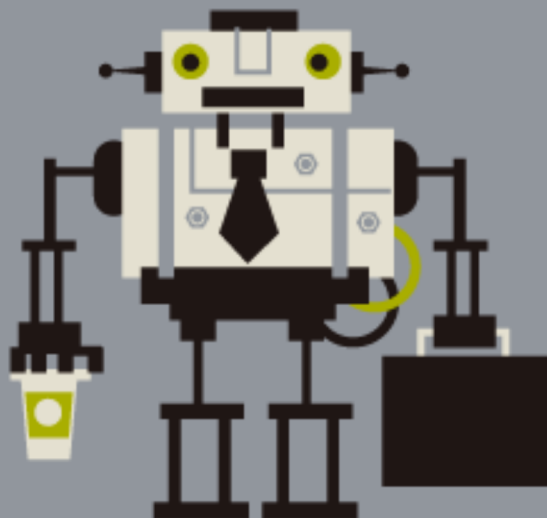
to hire a new employee.

FRIENDLY **Robots** **ARE** HERE TO HELP

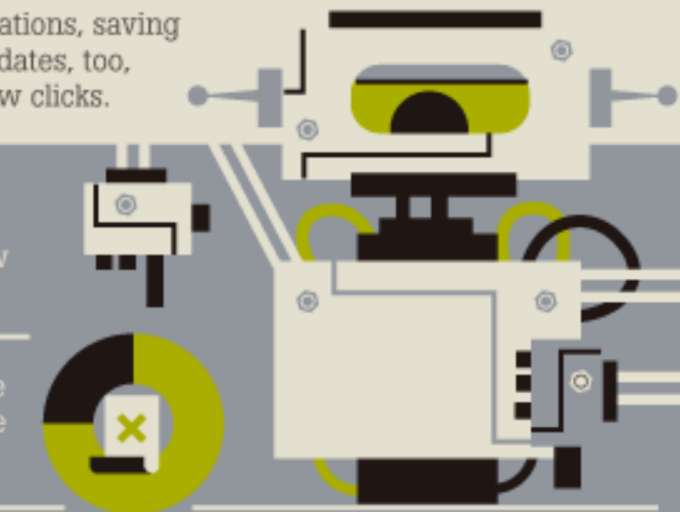
ATSs help to relieve much of the burden of screening applications, saving employers time and money. This technology can help candidates, too, by simplifying the online job application process to just a few clicks.

Applicant tracking systems analyze keywords, dates, titles, and other critical information in candidates' résumés to evaluate the candidates' depth of experience, including how recent and relevant that experience was.

An ATS is able to screen out approximately **75%** of candidates, making the hiring process much more efficient for employers.



95%+ of large organizations use ATSs, including almost all Fortune 500 companies.



50% of mid-sized organizations use ATSs.

New technology is revolutionizing the job application process, making it easier for candidates to connect with their ideal employment opportunities.

Adopting best practices for résumé creation will increase your chances of

LANDING YOUR DREAM JOB.

Sources: Home.Bersin.com, Online.WSJ.com, ExecutiveBoard.com, TheLadders.com, Bloomberg.com, Mashable.com, Talent Function Group, Search CIO

 HireRight.

Writing a Cover Letter: Basics and Tips for Composing Cover Letters

A cover letter tells the employer the type of position you're seeking -- and exactly how you are qualified for that position.

You should always include these **basics** in your cover letters:

- Business format
- Your address and theirs
- The date
- Address to a specific person
- 3-4 Paragraphs, 1 page
- Be specific; don't make unfounded claims

When writing a cover letter, **don't** make these mistakes:

- Send a cover letter with grammatical mistakes
- Use gender specific greetings. i.e. Gentlemen
- Tell the employer what they can do for you rather than what you can do for them
- Rehash your resume
- Send a generic cover letter without the position and company listed
- Forget to remove previous company information
- Ramble telling a story of your life

Your Cover Letter Formula Should Be:

-Paragraph 1

- Reason for writing. Attention grabber.

-Paragraph 2

- Details about you qualifications.

-Paragraph 3


- Relate yourself to the company, giving details why you should be considered for the position.

-Paragraph 4 and Closing Statement

- Inquire for an interview and state when you will follow up.

-Hand written signature if mailed

When your cover letters are finished, be sure to have a counselor in Career Services check it out for you!



COVER LETTER EXAMPLE

Carly Letter

cletter@troy.edu | (111) 222-3333 | Milton, AL

June 1, 2019

Mr. Bob Employer
News Director/Anchor
WBTN-TV
200 Bell Drive
More, AL 65456

Dear Mr. Curtis,

I am writing to express my interest in seeking a position as a News Anchor with your outstanding news station. After seeing the job opening posted on Handshake, I wanted to submit my resume for your consideration. I am currently a senior at Troy University, majoring in Broadcast Journalism and minoring in Leadership Development. I plan to graduate in May 2020.

As a student at Troy University, I have had a lot of experience with Troy University's student-led news station, Troy TrojanVision News. While at Troy, I have reported stories and helped with behind the scene jobs. I have also started anchoring this year. Through holding numerous leadership positions on campus, and also being a leadership development minor, I feel that I have the experience needed to effectively guide, direct, and motivate others. Some of my strengths would be my ability to meet deadlines, prioritize assignments, and handle multiple tasks simultaneously. Last year, I was very pleased to receive the ABC 33/40 scholarship, awarded by the Alabama Broadcasters Association Education Foundation.

I visited WBTN-TV last semester with my Television Studio Techniques and Producing class. After visiting your station, I knew for sure that this is a career path I want to pursue. I was impressed with the professionalism of your staff, as well as the up to date technology available in your studio. I would be honored to join your team and continue WBTN-TV's mission of "First. Best. Live."

I appreciate you taking the time to review my qualifications. I hope you agree that my experience has prepared me for the position as News Anchor at WBTN-TV. I gladly welcome your call at (111) 222-3333 to arrange an interview.

Thank you for your time and consideration. I look forward to meeting you!

Sincerely,

(Your Handwritten Signature)

Carly Letter

How to Build a Reference List: Keys to Creating a Star Lineup

Remember to:

- not include the names and addresses of your references on your resume
- choose professional references rather than character references
- list employers and professors who know you and your work
- not list parents or friends that know you only as a friend of their child
- make sure your references have a copy of your resume
- give references a heads up on what positions you are applying for
- include the same heading from your resume

The Basics:

- 10-12 Font Size
 - Nothing too crazy (Try Times New Roman, Arial, Georgia, etc.)
 - Easy to read is key
 - Black font only
- Consistent Structure
 - Do your eyes flow down the page or do they jump around? (You're aiming for flow.)
- No pictures, clip art, borders, etc.



Sample Reference Sheet

Below is an example of what your completed reference sheet should look like. Remember to bring it by Career Services when you are ready!

Jane S. Doe

Troy, AL • (334) 372-0000 • Jane.Doe@gmail.com

References:

Michael White

Broadcast Journalism Professor

Troy University

200 Wallace Hall

Troy, AL 36082

(334) 600-0000

mwhite@troy.edu

Madison Colley

Coordinator of Undergraduate Success

Troy University

333 Wright Hall

Troy, AL 36082

(334) 700-2323

coordinator@troy.edu

Billy Johnson

Manger

Chick-Fil-A

115 Deer Circle

Dothan, AL 36528

(334) 555-6789

Interview Tips with Do's and Don'ts

We all know that sometimes going in for an interview is the most terrifying part of landing your dream job, or any job for that matter. How can you be confident and leave the nervousness behind? These tips, examples, and guidelines will help you feel prepared and laid back going into any interview you land!

Top 5 Interview Tips:

1. Research the company and the position.
2. Prepare answers to the most common interview questions.
3. Prepare a few "success stories" you can reference during the interview.
4. Prepare questions to ask your interviewer.
5. "Tailor" your interview to the company or organization you're interviewing with.

-The Interview Guys



Interview Do's and Don'ts:

DO-

- Dress for success
- Shake hands firmly and make eye contact
- Answer questions politely and with good details and relevant information
- Think ahead of time about your strengths and weaknesses and answer these questions honestly
- Stand and greet your interviewer at the beginning and end of the interview
- Bring a copy of your resume
- Ask for your interviewer's business card

DON'T-

- Wear sloppy clothes, bright colors, or over the top make-up, accessories, or cologne/perfume
- Avoid eye contact and knuckle touch/high five
- Ramble or avoid questions you are unsure of
- Be unprepared and give an off-handed answer
- Sit slouching or fidget
- Use your cellphone or have it on

-Vault Video

Top 10 Job Interview Questions

It is not uncommon for candidates to get nervous before an interview. However, interviewing is a two-way street; it is an opportunity for you and the employer to get to know each other. The good news is that the more experience you get with interviewing, the less nervous you will feel. Like any other task you have mastered, interviewing is a skill which requires preparation and practice.

To prepare, explore the questions below and think about what answers you could give a possible employer. When you book an interview, go back over the questions and make sure your responses are relevant to the position you are interviewing for.

1. "Tell me about yourself. . ."

2. "Why should we hire you?"

3. "What is your greatest strength?"

4. "What is your greatest weakness?"

5. "Why do you want to work here?"

6. "Why did you leave your last job?"

7. "What is your greatest accomplishment?"

8. "Describe a difficult work situation and what you did to overcome it. . ."

9. "Where do you see yourself in five years?"

10. "Do you have any questions for me?"

-The Interview Guys



What is a Behavioral Interview Question and How do I Answer it?

Behavioral interview questions consist of the interviewer providing you with a scenario and asking how you would handle it.

For example, an interviewer at a coffee shop might ask you what you would do if the shop ran out of soy milk and a customer requested a non-dairy drink.

There isn't always a right or wrong answer to these questions. Instead, the interviewer is observing your personality and character. They are looking for problem solving skills, honest approaches, and customer service ideals.

Don't panic when an interviewer asks you one of these questions. You can prepare for them as well.

Behavioral interview questions are often scenarios that predict certain facets of your morals and attributes. Once you know that the interviewer will be asking these questions, you can respond to the questions with confidence, knowing what you would do in almost any situation. Contemplate these questions to gain introspective on yourself, and then think of situations you've been in to back up your answers.

1. How do you set and reach goals?
2. How do you react when put under pressure?
3. How are you motivated and how do you motivate others?
4. How do you handle disagreements?
5. What is most important to you?

If you have moral and wise practices in each of these areas, simply honestly answer each scenario with how you would respond. If you've never considered some of these areas, take some time and search for your answers. Then, when you have them, you'll be ready for nearly anything an interviewer throws your way!



Want to Practice Your Interview Skills Before the Real Thing?

Have you ever wished you could practice a few times before your big interview to try out all the tips you've learned? Good news! Not only can you schedule a mock interview with one of Troy's career counselors, but you can also practice online!

According to Mrs. Donna Brown, Assistant Director of Student Professional Development, Troy University Career Services provides students with access to "Big Interview," a wonderful tool for practicing interviewing skills, whether you are interviewing for a job or graduate school. Big Interview allows you to create videos while answering interview questions. You have the option to save your videos and email your best to Troy University Career Services, a family member, or a person you know who is in a hiring position for feedback.

You can choose from entry-level sessions all the way to senior level interview sessions. Notice the expressions on the faces of the interviewers as you scroll through the different levels and categories.

Choose from a variety of interviewer personalities that range from pleasant and friendly to stern and sometimes difficult. Select different categories of interview questions organized by experience, occupation or competency. Create an account in Big Interview today and sharpen your interviewing skills.

Get started today by clicking on the "Big Interview" link on our my.troy website. Then, start with the practice section in Big Interview to experience all kinds of interview questions and practice until you become a pro. Use the Fast Track tutorial when you have an upcoming interview, or when you have more time, try the Mastery Track tutorial.

Create an account in Big Interview and sharpen your interviewing skills. Start practicing today! You will be amazed at how your interviewing skills will be enhanced.

If you'd like even more practice interviewing, sign up for TROY 3300 "College to Career."

TROY 3300 is all about you and helping you to make career choices that are right for you. Students learn to create an effective resume and cover letter, properly network and build relationships that will boost their chances of securing a job after graduation, learn to answer typical interview questions as well as behavioral interview questions, fine tune skills, values, and interest and much more.



What are Career Competencies and why do Employers want me to have them?

According to NACE, there are four career competencies employers value most.

"What career readiness competencies do employers value most in their new college hires? Employers responding to NACE's Job Outlook surveys have consistently indicated that critical thinking/problem solving, teamwork/collaboration, professionalism/work ethic, and oral/written communications are all essential competencies.

The top four competencies have remained consistent the past three years. When rating the eight NACE Career Readiness Competencies by essential need in the Job Outlook 2019 survey, critical thinking/problem solving once again tops the list. Teamwork/collaboration, professionalism/work ethic, and oral/written communications fall second through fourth, as they did last year. All of the four top-rated competencies are rated above "essential."

However, the competencies that are rated between "somewhat essential" and "essential" have changed order. This year, digital technology is the fifth most essential competency, according to respondents, and leadership is sixth.

This is interesting since the Job Outlook 2019 survey found that leadership skills were also lower on this year's list of attributes that employers look for on a student's resume.

The final two competencies—career management and global/multi-cultural fluency—remain in the same order, but their average ratings fell. In terms of proficiency, employers gave students slightly higher marks on all eight competencies this year, but all ratings still fall in the range between "somewhat proficient" and "very proficient."

Employers feel that recent graduates are most proficient in teamwork/collaboration, digital technology, and critical thinking/problem solving." -National Association of Colleges and Employers



WHAT ARE
Career
Competencies?

Skill Sets
Employers
are Looking
For:



I NEED A GIG!

details about the GIG economy and what it means for you

In these excerpts from the book "How to Find Work in the Gig Economy" by Ron McGowan, you will find an explanation of how the job search process has changed drastically since the generations before you and what you need to do to be prepared for it.

"The place to start is to understand that the workplace is going through the biggest transition to occur in the past 200 years. We haven't seen anything like it since the beginning of the Industrial Revolution when our ancestors began to make a living from something called a "job." We don't understand how the job has evolved to the point where it has become an integral part of our lives and the economic foundation we depend on to live in our society. Our job, in many respects, has become our identity.

Like it or not, employment seekers need to face the reality of today's workplace and be willing to accept temporary or contract work without reservations. They also need to accept the fact that there's no guarantee that anyone will offer them employment. They may need to create their own employment. That doesn't mean they have to give up looking for a job, if that's what they want; it means recognizing how the workplace has changed and understanding that the path to a traditional job today is often via the temporary or contract work route. There is work available, but a lot of it is not packaged in the form of a job, as we traditionally understand that term. So it makes more sense to look for work as opposed to looking for a job. But that is a huge psychological shift for people to make in their approach to finding employment considering how entrenched the fulltime-job model continues to be in our society. It's also a new role for most people, and our education, training, and in some cases our upbringing does not prepare us well for it.

Today's employment seeker must be more entrepreneurial and enterprising in his or her search for work than previous generations, and needs to be better at selling themselves. Acquiring self-marketing skills is a must, as is the ability to find hidden employment opportunities, since at least 80 percent of these today are never advertised.

The fundamental challenge for colleges and universities is that for generations they have been turning out employees, i.e. graduates who invariably found a job. Now, increasingly, they will need to turn out entrepreneurs, or students who have an enterprising approach to finding work. This doesn't mean students have to start a business when they graduate, though those who want to do this should be encouraged and given as much help as possible to succeed. It does mean that graduates must have an entrepreneurial mentality in terms of marketing themselves and meeting the needs of employers.

Finding meaningful employment was so much easier in the past than it is today. If you needed to find employment today and used the same approach you used back in the day, you'd be in trouble. Another fundamental fact of life for today's employment seeker is that if an employer is interested in them, one of the first things they'll do is to check them out on the Internet, or social media sites to see what they can find out about them. Most employers and recruiters do this and they say that almost forty percent of the applicants they check out are rejected because of offensive comments or inappropriate material they find."

Professional Dress

WHAT TO WEAR



A FEW TIPS FOR PROFESSIONAL DRESS

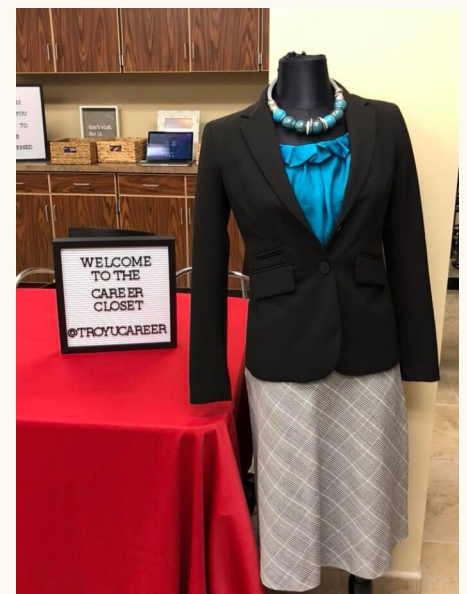
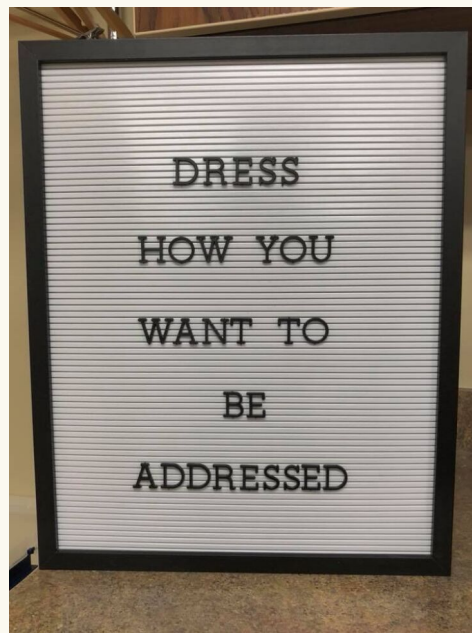
DON'T HAVE THE CASH FOR
BRAND NEW INTERVIEW
ATTIRE? HAVE NO FEAR!
TROY'S CAREER CLOSET HAS
YOU COVERED!

Women:

- dark colors
- suit with pants or skirt
- modest neckline and hem
- low heels with hose
- no dangling earrings or bold jewelry/makeup

Men:

- dark suit color
- simple patterned shirt and tie
- clean and crisp
- light/no cologne
- no earrings or jewelry





Troy University's **Career Closet**

In 2018, Career Services opened a "Career Closet" for Troy's students

"Students can dress for success thanks to Troy University's Career Closet.

The Career Closet, which opened this week, offers students an array of professional clothes they can wear to job interviews or to work.

"We have a lot of students who don't own their own suits yet because they either haven't been in a professional environment or it's just a financial crunch for them," said Lauren Cole, TROY's career coordinator. "It's an opportunity for a student to come in and check out a suit. For this initial launch, we're letting each student take up to three items and keep them, while supplies last."

The clothes, which were donated by faculty and staff members, are free to students.



The long-term goal is for new suits to be available in a variety of sizes for students to rent and return free of charge.

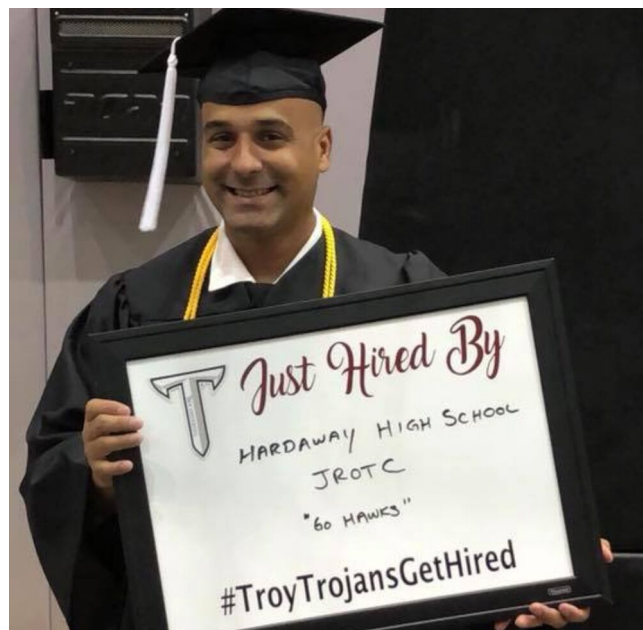
"We think it's important to have this Career Closet, where they can check something out and they can find some items that might fit them to help get them started," Cole said. "If they're interviewing for a job, then they've got to be dressed professionally. That first impression lasts. If they're then hired, they need to represent Troy University and their employer in a professional manner."

Students can find the closet on the third floor of Bibb Graves Hall, room 329."

-Greg Phillips



TROY TROJANS
GET HIRED



How to Network: A Helpful Guide to Making Connections with Possible Employers

Networking refers to a give and take process of connecting with people and building lasting relationships. It's about meeting new people, sharing information, and learning about potential opportunities and various career fields.

5 Steps to Successful Networking:

Understand that networking is really just a process of meeting people and having conversations. It's not a sales call and it's not a job interview.

Be directive, but not forceful. Since you are typically the one who generated this interaction, you need to be ready to help steer the conversation. Have some questions in mind beforehand – about the person's career path, about their organization, about advice they may have for you, and so forth. Let the dialog flow from there.

Be appreciative. You should always respect the time and efforts of the people you interact with. That means be brief if you call without scheduling a meeting, be on time if you do have a scheduled meeting and be attentive at all times.

Follow up. You should always send a follow-up after meeting someone, and this can be in the form of an email, a mailed letter or even a connection requests on LinkedIn. If the meeting was in a formal setting, the follow up should have the tone of a "thank you" letter.

Maintain the relationship. The follow up doesn't stop with an email or LinkedIn connection. Look for opportunities to reconnect on an occasional-but-ongoing basis in the months and years that follow.

Other Ways to Network:

Career Fairs

Career Fairs are an ideal way to connect with multiple employers all at once and are effective in lining up a job before you graduate. All TROY students are encouraged to attend career fairs once a semester. Contact your campus career office for dates and locations. Attending employers can be viewed within Handshake for the Troy Campus.

Connecting with Alumni

Connecting with TROY alumni can be one of the best approaches to networking. Members of the Trojan family have a lot of loyalty to Troy University and are often happy to help students with networking and informational interviewing. A few options for connecting with TROY alumni include joining alumni groups on social media outlets such as LinkedIn and Facebook, as well as taking part in the alumni ProNet option on Handshake. Connect with alumni willing to serve as mentors by choosing the "Networking" tab in Handshake.



Using Social Media: Twitter, Facebook, and LinkedIn

The use of social media in career-related activities has increased dramatically in recent years. These relatively-new outlets can benefit you in several areas, including keeping you informed of trends and news, serving as a place to source jobs and internships, and allowing you to expand your network. There is a wide array of social media sites that you can utilize, and the popularity of each will ebb and flow as technology and trends dictate.

LinkedIn – This professional networking site provides you the opportunity to establish a professional online identity, participate in conversations on relevant topics, and make connections with professionals in your industry or career path.
Key tip: To get the most out of LinkedIn seek out and participate in “LinkedIn groups” of interest.

Facebook – This social networking site likely needs no introduction or instruction on usage. But, be sure that your activities on Facebook won’t give prospective employers “red flags” about you as a candidate. Check your photos, videos and comments for professionalism.
Key tip: Utilize Facebook’s privacy settings to disallow public viewing of tagged photos, wall posts and other aspects of your profile (or make your profile entirely unsearchable).

Twitter – This social media tool can also be a great way for you to interact with people of similar professional interests from across the globe. Additionally, companies are increasingly using Twitter to promote jobs and internships.
Key tip: Use “hashtag” searches (e.g. #jobs or #internships and) “follow” companies of interest to find opportunities.



Career Services Job Search Tools

Handshake

Handshake is available for all TROY students when they log in with their TROY email address. Students can upload their resumes to their account. Resumes will be reviewed by Career Services staff as well as be available for employers to view. Handshake includes hundreds of employers who post jobs daily. You can find the link on our Career Services my.troy page!

On Campus Recruiting

Students can submit their resumes for on campus interviews through Handshake. They can also view employers who are coming to campus for informational sessions.

Career Fairs

Career services hosts career fairs each year. Come talk to possible employers and have a professional head shot taken!

Other Resources

Check out these YouTube videos for extra tips on job searching:

-<https://www.youtube.com/watch?v=5BeAPq7fbfA&safe=active>

-https://www.youtube.com/watch?v=y1Y02_oZP8U&safe=active

-<https://www.youtube.com/watch?v=exUICjqQsDA&safe=active>





Just Hired By

Graduation: What Happens Next?

What happens after graduation and what it means for you.

Outcomes for graduates with bachelor's degrees: 81.2 percent employed or pursuing additional education within six months of graduation, up from 81.0 percent.

Among bachelor's degree graduates, approximately one-third of disciplines experienced improvements in their outcomes, including increases in their full-time employment rate.

In terms of salary, a master's degree "pays." The differential between master's and bachelor's degree graduates was 31.8 percent.

-National Association of Colleges and Employers, 2017



First Destination Surveys: What is it and Why would I do it?

When you're finally finished with your coursework, program requirements, and internships, graduation will be only a moment away! But before you go, Career Services would like just a little information. You will receive an email that asks you to complete a survey in Handshake. You will be asked what your plans are after graduation- continued education or job? We'll want to know if you found part time employment or full time, and if the position allows you to use your degree or not. It only takes a few minutes and it is vitally important. Why?



NACE's First-Destination Survey captures information regarding how new college graduates fare in their careers within six months of graduation. The annual initiative provides clear, concise, and consistent data on the outcomes associated with a college education on a national scale. Outcomes include 1) types of employment—full or part time, contract, freelance, and so forth; 2) additional education, e.g., accepted to graduate or professional school; 3) still seeking either employment or further education; 4) and starting salary for those employed full time.

In addition to providing outcomes for individual classes, the First-Destination Survey is designed to provide trends data over time to inform the discussion about the value of higher education.

Your responses allow us to know how to better serve our future and current students, as well as lets us know how you're doing!

How much Money

Will I Make?

How to know the salary to expect and the cost of living with your new job after graduation.

You graduated and got a job, but now what? How do you budget and know how much money you'll make and need?

Troy's Career Services provides resources for you to research what your new salary should be and what your peers are paying for cost of living.

O*Net Online has detailed descriptions of the world of work for use by job seekers, workforce development and HR professionals, students, researchers, and more! You can find the link to the website on our [my.troy](#) page!



Top Paying Jobs

From Business
Insider

1. Anesthesiologist: Mean annual salary- \$269,600
2. Surgeon: Mean annual salary- \$252,910
3. Obstetrician & gynecologist: Mean annual salary- \$234,310
4. Oral & maxillofacial surgeon: Mean annual salary- \$232,870
5. Orthodontist: Mean annual salary- \$228,780
6. Physician: Mean annual salary- \$201,840
7. Psychiatrist: Median annual salary- \$194,740
8. Pediatrician: Median annual salary- \$168,990
9. Dentist: Median annual salary- \$159,770
10. Prosthodontist: Median annual salary- \$126,050
11. Nurse anesthetist: Median annual salary- \$160,270
12. Petroleum engineer: Median annual salary- \$128,230
13. IT manager: Median annual salary- \$135,800
14. Marketing manager: Median annual salary- \$131,180
15. Podiatrist: Median annual salary- \$124,830
16. Lawyer: Median annual salary- \$118,160
17. Financial manager: Median annual salary- \$121,750
18. Sales manager: Median annual salary- \$117,960
19. Financial advisor: Median annual salary- \$90,530
20. Business-operations manager: Median annual salary- \$99,310
21. Pharmacist: Median annual salary- \$122,230
22. Optometrist: Median annual salary- \$106,140
23. Actuary: Median annual salary- \$100,610
24. Political scientist: Median annual salary- \$114,290
25. Medical and health services manager: Median annual salary- \$96,540

Graduate School Bound?

Tips to prepare you
for graduate school

CONSIDERING GRADUATE SCHOOL?

HERE ARE SOME HELPFUL RESOURCES TO VISIT ONLINE:

- GRADUATE SCHOOL GUIDES-
- TROY UNIVERSITY GRADUATE SCHOOL-
- ALABAMA CONNECTION TEAM-

Application Timeline

Junior Year – Spring

- Research programs in your field. Collect school catalogs, contact the professional/licensing organizations, speak to current students/graduates of interesting programs, consult reference books, websites or software.
- Identify which standardized tests are required for admission and when they are offered during the year. For most programs, the Graduate Record Examination (GRE) will be required.
- Choose a test date for the GRE and any required Subject test. Consider taking a test preparation course.

Junior Year – Summer

- Begin a preliminary list of people to write recommendation letters for you.
- Investigate programs you are interested in.
- Begin filling out financial aid forms.
- Begin drafting personal statements.
- Contact programs and get current catalogs and applications.
- Take admissions tests.

Senior Year – Fall

- Begin filling out applications.
- Take admissions tests if you have not already done so.
- Choose recommenders and get all necessary info to them one month in advance.
- Finish paperwork for financial aid.



Continuing Your Education?

Here are the tests you'll need to take

Law School:

Preparing to take the **LSAT** is a complex process. It requires a lot of planning, work, and endurance. The LSAT is held 4 times a year in: February, June, September/October, and December. The registration deadline for the test is about one month before the test date, but you should register several weeks earlier to get your first choice of date and location. The tests are conducted on Saturdays (unless you observe Saturday Sabbath, then you can choose an alternate day of the week). You can register for the LSAT online, by phone, or by mail. You'll get an admission ticket by mail or email. This 5-page document will tell you the date, time and location of the test as well as general information about taking the LSAT. The LSAT typically starts at 8:30am, except for the June test, which begins at 12:30pm. The exam is 175 minutes long, and the writing sample is 35 minutes long. Once time for administrative work and breaks is included, the whole process takes between four and five hours. -LSAT Information Guide

Graduate Schools:

GRE- The GRE General Test features question types that closely reflect the kind of thinking you'll do in graduate or business school. The GRE General Test is available at more than 1,000 test centers in more than 160 countries. In most regions of the world, the computer-delivered test is available on a continuous basis throughout the year. The GRE General Test is accepted at thousands of graduate schools, including business and law, as well as departments and divisions within these schools. -Educational Testing Service

MAT- The Miller Analogies Test (MAT) assesses the analytical thinking ability of graduate school candidates — an ability that is critical for success in both graduate school and professional life. Administered in just 60 minutes, the MAT is an excellent option for candidates applying to any of the hundreds of graduate programs that accept MAT scores. -Pearson Assessments
The MAT is offered on Troy's Campuses! There is no pre-registration and the test is administered on the computer. On the date you choose to test, you must pay \$70 (in differing methods depending on the campus you choose) before taking the test. Bring your payment receipt and two forms of identification (one I.D. must be a picture I.D.) to the testing room. To see schedules and the link to register, visit Troy's website!

Cont.

Professional Schools

MCAT:

The Medical College Admission Test® (MCAT®), developed and administered by the AAMC, is a standardized, multiple-choice examination created to help medical school admissions offices assess your problem solving, critical thinking, and knowledge of natural, behavioral, and social science concepts and principles prerequisite to the study of medicine.

The MCAT exam is offered multiple times from January and March through September at hundreds of test sites in the United States, Canada, and around the world.

You may register through aamc.org!

-Association of American Medical Colleges

OAT:

The OAT is an optometry admission test designed to provide optometry education programs with a means to assess program applicants' potential for success. The OAT is administered year round by Prometric test centers in the United States, its territories (including Guam, Puerto Rico and the Virgin Islands) and Canada. The OAT is comprised of multiple-choice test items presented in the English language. The test is developed according to established test specifications. The OAT consists of a battery of four tests on the following: Survey of the Natural Sciences, Physics, Reading Comprehension, and Quantitative Reasoning. In the OAT, both the U.S. customary system and the metric system (Imperial System) of units are used. You must apply to take this test. You may do so at www.ada.org/en/oat.

DAT:

The DAT is a dental education admission test designed to provide dental education programs with a means to assess program applicants' potential for success. It is administered year round by Prometric test centers in the United States, its territories (including Guam, Puerto Rico and the Virgin Islands) and Canada. The DAT is comprised of multiple-choice test items presented in the English language. The test is developed according to established test specifications. The DAT consists of a battery of four tests on the following: Survey of the Natural Sciences, Perceptual Ability, Reading Comprehension, and Quantitative Reasoning. In the DAT, both the U.S. customary system and the metric system (Imperial System) of units are used. You must apply to take this test. You may do so at ada.org.



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