



Careers for History Majors

**Think (and work) past your academic
straitjacket!**

Presented by:

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A Word on Majors and Careers

- For each major, there are many careers to pursue
- A current college student will likely experience from 3-7 careers in their lifetime
- Now is a great time to explore the options to start your professional life!
- History is a major which provides a strong base to help you in a wide variety of careers

The Career Search Process

- Define your skills and interests
- Research career fields/occupations
- INTERNSHIPS/VOLUNTEERING
- Prepare to market yourself
- Conduct your job search



Competencies and characteristics of new graduates sought by employers:

- Flexibility, adaptability
- Initiative and motivation
- Leadership abilities
- Analytical thinking and problem-solving skills
- Communication skills & interpersonal abilities
- Computer/ technical aptitudes
- Teamwork & collaboration
- Motivation/Initiative

Information provided by NACE

Marketable Skills for History Majors

- **CRITICAL THINKING**

- Adapt ideas

- Summarize information

- Explain and interpret events

- Organize

- **COMMUNICATION**

- Present information using written and spoken media

- Observing people, places, data

- Informing/explaining to others

- **RESEARCH**

- Clarifying/developing ideas

- Organizing and analyzing data

- **CREATIVITY**

- Developing new agendas for old problems

- Problem solving

Possible Career Fields for History Majors

- Government
- Non-Profits
- Business
- Communications
- Legal/Professional Services
- Healthcare
- Education
- IT

Jobs in Government

- Federal – Border Patrol Agent (US Border Patrol), Claims Rep (Social Security Admin.), Land Law Examiner (Bureau of Land Management), Staff Assistant (Congressman Rick Larsen)
- State – Communications Consultant (WA St. Workforce Training & Education Coord. Board), Session Aide to Sen. Erik Poulson (WA State Senate),
- Local - Volunteer Coord (B'ham Parks & Rec), District Court Clerk (King County Courthouse), Web Coordinator (Kitsap County)

Jobs in Non-Profits

- Director of Education Programs (GroundSpark)
- Program Director (Blue Skies for Children)
- Administrative Assistant (Pacific NW Ballet School)
- Canvass Director (Fund for Public Interest Research)
- Data Specialist (Int'l Society for Optical Engineering)
- Logistics Coordinator – Outward Bound

Jobs in Business

- Financial Services - Claims Service Rep (Safeco), Credit Manager (Wells Fargo), Marketing Rep (Whatcom Educational Credit Union)
- Hospitality – Asst Conference Planning Mgr. (Destination Hotels & Resorts), Sales & Marketing Coordinator (Hotel Bellwether)
- Retail – Executive Team Leader (Target Stores), Management Trainee (Enterprise Rent-a-Car)
- Manufacturing – Accounts Rep (Nike)

Jobs in Communications

- Sales Assistant – KIRO
- Editorial Assistant (King County Journal Newspapers)
- Advertising Sales Assistant (Everett Herald)

Jobs in Education

- Admissions Counselor (WWU)
- Ticketing Manager (WWU)
- Assistant Director of Annual Giving (University of Puget Sound)
- Data Collector (University of Washington)

Did you realize that you don't have to be a
Computer Science major to work in IT?

- Game Tester (Nintendo)
- Staffing Associate, Assistant to Collections
Manager, Copy Editor (Microsoft)

Explore careers by internships



- Gain invaluable practical pre-professional experience outside of the classroom
- Resume builder
- Students can test the waters
- Students can apply what they've learned

What one employer says....

- The best way for college students to gain experience is through internships, extracurricular activities, and jobs in their fields. Unpaid internships often require little effort to obtain and provide invaluable experience. Students should weigh the advantages and disadvantages for their particular situation when evaluating unpaid internship opportunities. Sacrifices now lay the foundation for greater career rewards in the future."

Dr. Cassandra D. Caldwell

National Director

Talent Acquisition College and External Relations

Sodexo

What's Right for Me?

- Talk to people in the field– network!
 - Use WWU's alumni career connector network
 - Identify people through professors, friends and family
- Research
 - Online O*Net Center, at www.onetcenter.org
 - Occupational Outlook Handbook at www.bls.gov/oco
 - Books: such as Great Jobs for History Majors, available in the Career Services Library
 - Professional Associations

Professional Organizations

- Professional associations offer information on careers and often have jobs databases.
- Sample Associations Include:
 - American Historical Association www.historians.org
 - American Association for State and Local History www.aaslh.org
 - National Council for History Education, Inc. (NCHE) <http://www.history.org/nche>
 - National Council for Public History <http://www.ncph.org>
 - For more associations check out the American Society of Association Executives at <http://www.asaecenter.org/Directories/AssociationSearch.cfm>

Research Organizations

Research Organizations— go to their website

- Organization history
- Leaders' names (i.e. founder, president)
- Products/services and clients
- Press Releases

Resources to find companies/organizations:

www.vault.com

www.hoovers.com

www.idealists.org (for non-profits)

Informational Interviewing

Informational Interviewing is the best way to learn about careers!

Purpose:

- Gather information about careers
- Develop new contacts

WWU ALUMNI CAREER CONNECTOR-ONLINE

(excellent networking resource for students and alums)

www.wwu.alumni.edu

Informational Interview Guidelines

- Prepare questions and rehearse
- Act professionally (speech and attire)
- Ask for other contacts
- Be mindful of their time - stick to 20 minutes
- Get a business card/contact information
- Send thank-you note!

The 30-Second Commercial

Example:

“Hello, my name is Robert Palmer. I’m finishing up my BA in History in May. I recently completed an internship at the American Historical Association, where I assisted with planning the annual conference. I’m researching careers that will use my degree and enable me to gain experience in public history. You were referred to me by Professor Smith as a resource for learning about careers in history. Would you be available to speak with me for twenty minutes or so, at your convenience?”

FOLLOW UP

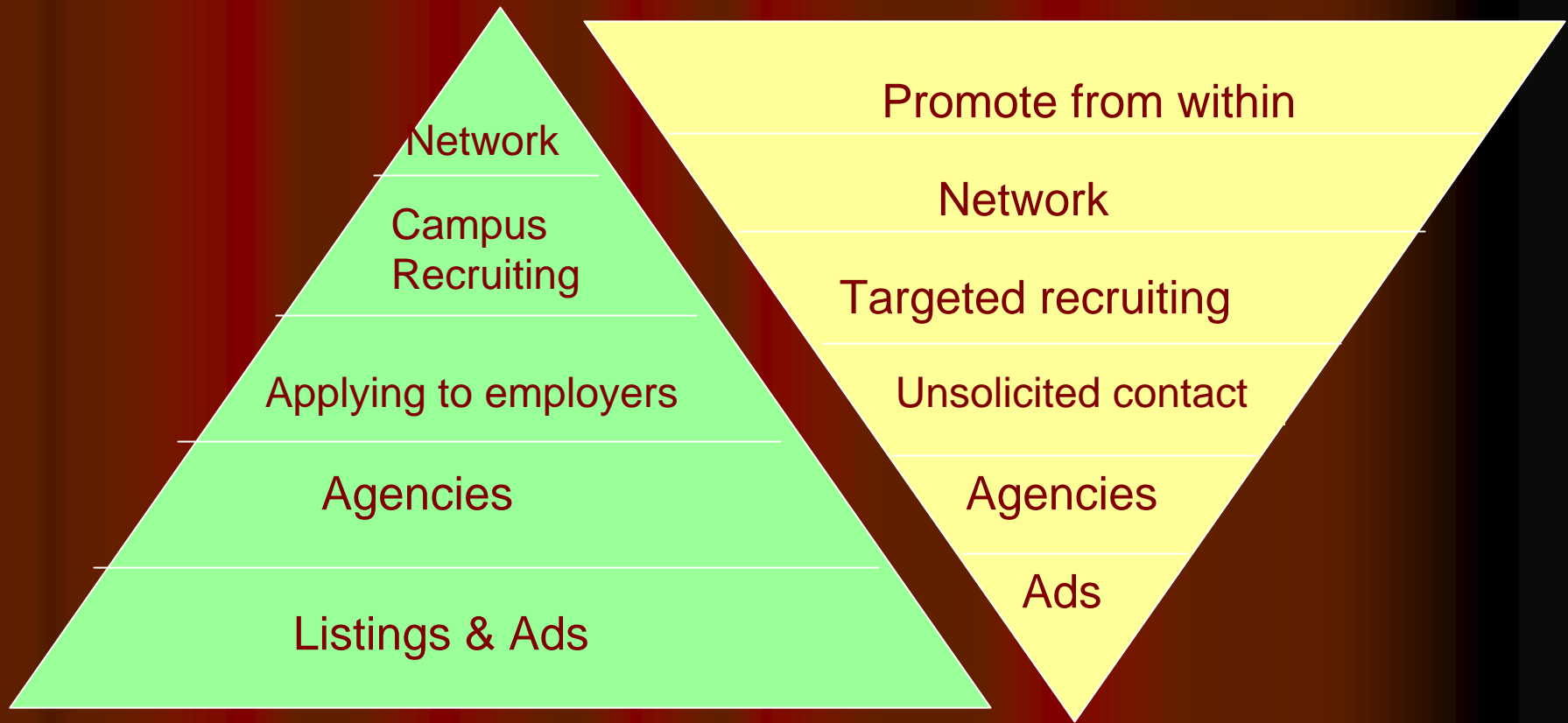
- YES! Send a thank you letter within 24 hours (sample to follow)
- Stay in touch
 - send occasional e-mail with update on academic/professional endeavors
 - e-mail article/upcoming event of personal/career-related interest
- Search for other employers in areas of interest

Starting Your Search!

- Continue networking and information interviewing
- Make sure your resume highlights your relevant skills, attend resume workshop!
- Relate college experiences to the job you are applying for
- Make the most of job fairs

Internship & Job Search Strategies: Employers vs Student Job Seekers

Employers' Recruitment Methods



Students' Strategies

NEED MORE HELP?

For additional assistance or
to set up an appointment with a
Career Counselor contact:

Career Services Center
Old Main 280
360-650-3240

Web www.wwu.careers.edu