



SALEM STATE UNIVERSITY
CAREER SERVICES

ENGLISH

MAJOR CAREER GUIDE

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ACADEMIC INFORMATION

Follow this link to the Salem State University English home page. Here you will find program information, degree options, course listings, events information and much more:

<https://www.salemstate.edu/academics/college-arts-and-sciences/english>

WHAT CAN I DO WITH MY MAJOR?

Are you an English major or are you considering English as a major? Follow the link below to the “What Can I Do With My Major?” resource on the Salem State University Career Services web site:

<https://elearning.salemstate.edu/courses/939337/pages/what-can-you-do-with-your-major>

PROFESSIONAL ASSOCIATIONS

As in any profession, staying connected to professionals in your field is vital. Below are links to professional associations for English professionals. Stay up to date with industry trends, connect with fellow English professionals and utilize resources for job searching:

[American Medical Writers Association](#)

[Association of American Publishers](#)

[National Council of Teachers of English](#)

[Society for Technical Communication](#)

[Society of Children's Book Writers and illustrators](#)

[The Association of Magazine Media](#)

[Writers Guild of America](#)

INFORMATIONAL INTERVIEWING

Informational interviewing is a method of gathering information about career options, industries and employers. It is an opportunity to learn about a particular job from someone already in the field. It is *not* a job interview, but it can help you learn about job opportunities and build your network for when the job search comes. This is an ideal chance to help you gain a more thorough understanding of a particular industry or job. It's also a great way to determine “is this what I want to do?” and to learn about different paths others have taken to get where they are.

JOB SHADOWING

Another way to gain access and information to your industry of choice is by job shadowing. Job shadowing is an opportunity to follow a professional in your field for an agreed upon amount of time. Typically, job shadow experiences will last anywhere from one day to one week. Much like an informational interview, this is your opportunity to see firsthand a “day in the life” of a professional.

VOLUNTEERING

Volunteering is another great way to learn about what to expect when working in your industry. Similar to a job shadow, you will be able to see a “day in the life” of a professional while also contributing some of your own skills or services. Volunteering can give you a chance to gain new expertise and help you narrow down your specific interests in the field. Follow the links below to help you identify current volunteer opportunities:

<http://volunteer.nsuw.org/>

SAMPLE RESUME

Wilson Writer

50 Pond Street, Salem, MA 01970 | 978-555-5555 | wilsonwriter@gmail.com

EDUCATION

Salem State University, Salem, MA

Bachelor of Arts, English

May 20XX

Concentration: Professional Writing

GPA: 3.6

RELEVANT COURSEWORK

General English: Contemporary Literary Theory, Contemporary American Literature, Experiments in the Contemporary Novel, Literature and Film

Professional Writing: Grammar and Style, Editing for Publication, Business Writing, Digital Writing, Special Topics in Professional Writing

RELATED EXPERIENCE

IBM, Boston, MA

20XX - Present

Technical Writing Intern

- Develop web stories and social media posts
- Create content to build brand awareness on multiple platforms

WRITING CENTER, Salem State University, Salem, MA

20XX – 20XX

Tutor

- Provide guidance and critique of student’s writing assignments from all academic disciplines
- Review and edit creative writing and professional writing documents

WORK EXPERIENCE

RED’S RESTAURANT, Salem, MA

Waitress

20XX – 20XX

- Provided efficient service to customers in a busy, fast-paced environment
- Answered questions and resolved concerns

SKILLS

Computer: Excel, Access, Power Point, Microsoft Word, Photoshop

Social Media: Facebook, Twitter, Snapchat, Instagram, Pinterest

Language: Spanish and English

INVOLVEMENT

The Log, Salem State University, Salem, MA

20XX – 20XX

Web Editor

Public Relations Student Society of America, Salem State University, Salem, MA

20XX – 20XX

Student Member

VOLUNTEER EXPERIENCE

PR Blog, Boston, MA

20XX – 20XX

Student Writer

SAMPLE COVER LETTER

Wilson Writer

50 Pond Street, Salem, MA 01970 | 978-555-5555 | wilsonwriter@gmail.com

Date (i.e. January 1, 20XX)

Jessica Smith
Community Resources for Justice
57 Highland Ave
Boston, MA 01970

Dear Ms. Smith:

I am applying for the position of Communications Manager recently advertised on your web site. As my resume indicates, I am presently employed as a Technical Writing Intern at IBM. I have completed my Bachelor of Arts in English from Salem State University and believe that my skills and experiences make me a qualified candidate for the Communications Manager position.

Your advertisement specified a need for someone with experience with content development using a multi-channel strategy. For the past year, my work as a Technical Writing Intern has developed my professional writing and editing skills. As a result of my work as a Technical Writing Intern, I have developed a level of efficiency needed to succeed in this type of role. My strong organizational and communication skills will be a benefit while working in the Communications Manager position at the Community Resources for Justice.

I appreciate your time and look forward to talking with you further about the position of Communications Manager. I welcome the opportunity to further discuss my qualifications and thank you for your consideration.

Sincerely,

Wilson Writer

Enc: Resume

SAMPLE COMPANIES

451 MARKETING, LLC
AMAZON
AMERICAN HEART ASSOCIATION
BEANTOWN MEDIA VENTURES
BOSTON PUBLIC LIBRARY
CBS TELEVISION STATIONS
CENGAGE LEARNING
CHESNUT HILL REALITY
CITIZENS BANK
COMMUNITY ACTION INC
COMMUNITY RESOURCES FOR JUSTICE
COXMEDIA GROUP
ESSEX MEDIA GROUP
FENWAY HEALTH
GLOBALIZATION PARTNERS
INTERCONTINENTAL HOTEL GROUP
JACK MORTON
LIBERTY MUTUAL INSURANCE
MATTER COMMUNICATIONS
METRO MEDIA
NBCUNIVERSAL
NEW ENGLAND ACADEMY
NICKERSON PR
ODYSSEY SYSTEMS CONSULTING GROUP
PATCH
PEABODY ESSEX MUSEUM
PEARSON PUBLISHING
PROSPECT HILL ACADEMY CHARTER SCHOOL
QUARTO PUBLISHING GROUP
SALEM PUBLIC SCHOOLS
SPRINGER NATURE
THE GUARDIAN
TUFTS MEDICAL CENTER
VISTA HIGHER LEARNING
WAYFAIR.COM