



CAREER *services* CENTER

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XAVIER
UNIVERSITY

CAREER OPPORTUNITIES FOR ENGLISH MAJORS

SKILLS & ABILITIES OF THE ENGLISH MAJOR

- Sizing up an audience
- Reading for ideas
- Influencing and persuading
- Reading for tone and attitude
- Informing and explaining
- Interpreting confused language
- Rewriting and editing
- Interpreting instructions
- Simplifying jargon
- Accuracy/clarity in writing and speech
- Gathering information
- Analyzing complex ideas
- Creative problem-solving
- Designing/directing projects
- Thinking independently
- Working with self-direction
- Writing to different audiences
- Ability to interpret through analytical reading
- Sensitive to nuances of language
- Ability to organize written work
- Analyze character and appraise people
- Research and proofreading
- Desktop publishing skills
- Media literacy
- Adapting ideas, flexibility
- Seeing connections
- Arguing logically
- Working in groups

**Partially taken from the University of Wisconsin-River Falls Career Services Office*

POTENTIAL CAREERS

- Editor/Writer
- Journalist
- Administrative Assistant
- Nonprofit Administration
- Fundraiser
- Campaign Manager
- Production Assistant
- Communications Specialist
- Publicity Assistant
- Librarian
- Copywriter
- Sales Representative
- Marketing/Sales Manager
- Customer Service Representative
- Teacher
- Media Buyer
- Education Director
- Fact Checker
- Advertising Account Executive
- Personnel Trainee
- History Society Specialist
- Claims Examiner
- Public Relations Specialist
- Legislative Assistant
- Community Relations Specialist
- Research Assistant
- Management Trainee
- Critic
- Special Events Coordinator
- Media Analyst
- Editorial Assistant
- Museum Curator

TYPES OF EMPLOYERS

- Advertising Agencies
- Book & Magazine Publishers
- Community Arts Centers
- Community Service Organizations
- Consumer Organizations
- Cultural Organizations
- Educational Institutions
- Financial Institutions
- Foundations
- Healthcare Facilities
- Historical Societies
- Hospitality Organizations
- Civil Rights Commission
- Consumer Affairs Office
- Department of Education
- Division of Youth & Family Services
- Legislative Affairs
- Travel & Tourism
- Insurance Companies
- Investment Firms
- Libraries
- Market Research Companies
- Media (radio/TV)
- Museums
- Newspapers/Magazines
- Public Relations Firms
- Research Organizations
- Political Organizations

TOP 10 OCCUPATIONS EMPLOYING PERSONS WITH A BACHELORS IN ENGLISH

Artists, broadcasters, writers, editors, entertainers, public relations	10.7%
Top and mid-level managers, executives, administrators	10.6%
Teachers, secondary school	10.6%
Insurance, securities, real estate, business services	5.9%
Secretaries, receptionists, typists	5.1%
Sales occupations, including retail	4.9%
Other management-related occupations	4.8%
Other administrative (record clerks)	4.8%
Teachers, elementary school	3.5%
Other service occupations, except health	3.2%

ACTIVITIES ON THE JOB

- 81% of employed English majors perform accounting, finance, and contractual duties as a part of their job, but only 8% spend most of their time dealing with these duties.
- 48% perform management and administrative duties regularly, with 13% spending most of their time performing these duties.
- 1/3 are engaged in teaching activities, while 21% spend most of their time teaching.

POST GRADUATION ACTIVITES

- Only 26% earn a master's degree in English. About 31% are earned in education and 9% are earned in business administration and management.
- 4% earn a master's in psychology and another 3% in communications.
- 8 out of 10 professional degrees earned by an English major are in the field of law, with most of the remaining professional degrees earned in health professions.

**Taken from The College Majors Handbook (Fogg, Harrington, & Harrington) 2004*

RELATED BOOKS IN THE CAREER RESOURCE LIBRARY (GSC 310)

- *Vault Guide to Journalism & Information Media*
- *Opportunities in Technical Writing Careers*
- *Great Jobs for English Majors*
- *I'm an English Major—Now What? How English majors can find happiness, success, and a real job*
- *What Can You Do with a Major in English?*
- *2003 Writer's Market*