



# XAVIER UNIVERSITY CAREER SERVICES CENTER

Conaton Learning Commons, Room 530 | 513-745-3141 | [xavier.edu/career](http://xavier.edu/career)

## 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%

---

## 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 ACTIVITIES

---

- 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 (CLC 530)

---

- *Teaching English Abroad: A fresh and fully up-to-date guide to teaching English around the world*
- *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*