XAVIER UNIVERSITY

CAREER DEVELOPMENT OFFICI

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CAREER OPPORTUNITIES FOR ENGLISH MAJORS

SKILLS & ABILITIES OF THE ENGLISH MAJOR

- Size up an audience
- Read for ideas
- Influence and persuade
- Read for tone and attitude
- Inform and explaining
- Interpret confused language
- · Rewrite and edit
- Interpret instructions
- Simplify jargon
- Accuracy/clarity in writing and speech
- Gather information
- Analyze complex ideas
- Creative problem-solving
- Design/direct projects

- Think independently
- Work with self-direction
- Write to diverse audiences
- Ability to interpret through analytical reading
- Sensitive to nuances of language
- Ability to organize written work
- Analyze character and appraise people
- Research and proofread
- Desktop publishing skills
- Media literacy
- Adapt ideas, flexibility
- Seeconnections
- Argue logically
- Work in groups

POTENTIAL CAREERS

- Editor/Writer
- Journalist
- Administrative Assistant
- Nonprofit Administration
- Fundraiser
- Campaign Manager
- Production Assistant
- Communications Specialist
- Publicity Assistant
- Librarian
- Copywriter
- 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 OCCUPATIONS

Artists, broadcasters, writers, editors, entertainers, public relations
Top and mid-level managers, executives, administrators
Teachers, secondary school
Insurance, securities, real estate, business services
Sales occupations
Teachers, elementary school

RESOURCES AND WEBSITES FOR THE ENGLISH MAJOR

Academy of American Poets- https://www.poets.org/
American Comparative Literature Association http://www.acla.org/
American Literature Association http://americanliteratureassociation.org/

PEN- https://pen.org/

O*Net -https://www.onetonline.org/

Sources: The College Majors Handbook (Fogg, Harrington, & Harrington, 2012), University of Wisconsin-River Falls Career Services Office, University of Connecticut Career Services