

**Bachelor of Arts: History**

**Bachelor of Arts: History with Paralegal Studies**

**Minor: History**

History is the study of past human experience. Working with written, oral, visual information and artifacts, history majors examine the causes, context and chronologies of major social, political, cultural, and economic events to understand how human experiences have changed over time.

The Bachelor of Arts degree at KU is designed to prepare students for entrance into graduate programs or careers in law, government, museum work, and historical preservation. Business and industry commonly employ history graduates because of their advanced writing, analytic, and research skills. Employers recommend one or more internships to be successful and competitive when entering the field.

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### **Career types associated with History**

*(Is this a good fit for you? Are you a...)*

- Enterprising - "Leader"
- Social - "Helper"
- Realistic - "Doer"

### **Related skills, values, and qualities**

- Strong oral and written communication skills
- Proficiency in reading comprehension, writing and speaking
- Ability to identify and evaluate records of past events, ideas, and facts
- Ability to conduct and explain historical research
- Ability to collect and organize important historical data
- Ability to make critical observations, solve problems, and make appropriate decisions
- Proficiency for accuracy and detail

### **Courses History majors typically enjoy**

- Anthropology
- Civics/Government
- History
- Modern/Foreign Languages
- Social Studies
- Sociology
- Geography

### **Common interests of History majors**

- Visiting libraries and museums
- Participating in historical preservation efforts or reenactments
- Traveling
- Participating in activities that involve research
- Collecting relics and artifacts
- Working part-time or volunteering in a museum, antique shop or other historical site
- Reading history-related publications
- Viewing historical dramas or documentaries

### **For more information about the major**

Contact the History Department, 115 Lytle, 610-683-4385, or visit [www.kutztown.edu/History](http://www.kutztown.edu/History)

### **KU Majors related to History**

Anthropology, Political Science, English-Professional Writing, Geography

# FOUR STEPS TO SUCCESS

EXPLORE

DISCOVER

EXPERIENCE

IMPLEMENT

1<sup>ST</sup> YEAR

- Enroll in the Career Exploration Certificate.
- Attend info sessions to learn about career development and personal branding.
- Take a career assessment to identify and confirm interests.
- Get involved in campus clubs and organizations.
- Develop basic workplace skills through jobs or volunteer work.
- Talk with professors, family, and friends about career ideas.
- Conduct informational interviews with professionals working in fields of interest.
- Develop a relationship with your professors and faculty advisor.

2<sup>ND</sup> YEAR

- Meet with CDC career coach.
- Attend info sessions to learn about resume writing, and externships.
- Confirm your choice of major and consider options for double major or minor.
- Research careers of interest.
- Complete a job shadowing (externship) experience.
- Seek meaningful employment or volunteer work in a field related to your major.
- Explore options for undergraduate research and study abroad.
- Write a resume and have it reviewed by the CDC.
- Manage your online presence.

3<sup>RD</sup> YEAR

- Enroll in the Career Success Certificate.
- Complete an internship and/or undergraduate research.
- Attend info sessions about internships, interviewing, job search strategies, and grad school.
- Build a LinkedIn profile and continue to monitor your online presence.
- Complete a mock interview.
- Build skills through research projects, part-time employment, and volunteer work.
- Participate in employment panels, site visits & networking events.
- Attend internship & job fairs.
- Take on a leadership role in a student organization or work.
- Consider graduate school options and prepare for

4<sup>TH</sup> YEAR

- Attend your Senior Kick-off and other info sessions to prepare for job search/grad school.
- Update your resume and LinkedIn profile.
- Create cover letter drafts.
- Gain experience through internships and/or undergraduate research.
- Secure references for job/grad school applications.
- Create your "30 second" commercial/elevator pitch.
- Meet with CDC to develop job search strategies.
- Research employers.
- Network with professionals through events and social media.
- Join a professional organization in your discipline.
- Attend the senior etiquette luncheon or dinner.
- Participate in job fairs and on-campus interviewing.

## Sample Career Titles

History majors can be found working in a wide variety of career fields. Here are just some career titles that may be of interest. Please note that some jobs may require further education and training. To learn more about these careers, visit <http://online.onetcenter.org> or [www.bls.gov/oco](http://www.bls.gov/oco).

- Anthropologist
- Archeologist
- Archivist
- Biographer
- Clergy
- Community Relations Director
- Congressional Aide
- Consumer Advocate
- Counselor
- Criminologist
- Demographer
- Economist
- Editor
- FBI/CIA Agent
- Foreign News Correspondent
- Foreign Service Officer
- Genealogist
- Government Official
- Historian
- Historic Preservation Specialist
- Historic Site Tour Guide
- Historical Society Staff Member
- Human Service Worker
- Insurance Agent/Broker
- Intelligence Analyst
- International Relations Specialist
- Journalist
- Judge
- Lawyer
- Lecturer
- Legal Assistant/Paralegal Librarian
- Lobbyist
- Market Research Analyst
- Media Consultant
- Museum Curator
- Museum Technicians & Specialist
- News Reporter
- Paralegal Assistant
- Park Ranger
- Peace Corps/Vista Worker
- Political Scientist
- Psychologist
- Public Administrator
- Public Relations Specialist
- Research Assistant
- Research Library Assistant
- Sociologist
- Teacher, Social Studies
- Technical Writer
- Travel Agent
- Urban Administrator
- Writer/Author

## Common Internship Sites and Employers

History majors often find internships and employment in the following fields/industries.

- Business & Industry
- Communications Media
- Courts and Law Offices
- Educational Institutions
- Historical Societies and Archives
- Libraries/Magazines/Newspapers
- Military and Para-Military Groups
- Non-Profit Organizations
- Research Foundations
- State/Federal Government



Handshake is the primary online resource  
for preparing and connecting students and alumni with employers.  
[www.kutztown.edu/handshake](http://www.kutztown.edu/handshake)

## Useful Websites for History Majors

Whether you are researching related career fields, applying for internships or jobs, or planning to join a professional association, these websites are for you!

<b>Industry/Employment Information</b>	<b>Professional Associations</b>	<b>Related Area Employers</b>
Careers in Government <a href="http://www.careersingovernment.com">www.careersingovernment.com</a>	American Association of Museums <a href="http://www.aam-us.org">www.aam-us.org</a>	Allentown Art Museum Brandywine River Museum of Art Berks History Center
Center for History and New Media <a href="http://chnm.gmu.edu">http://chnm.gmu.edu</a>	American Assoc. for State & Local History <a href="http://www.aaslh.org">www.aaslh.org</a>	County District Attorney's Office Cumberland County Historical Society Historic Bethlehem Museums & Sites Kutztown Area Historical Society
Government Jobs <a href="http://www.governmentjobs.com">www.governmentjobs.com</a>	American Historical Association <a href="http://www.historians.org">www.historians.org</a>	Lancaster History Landis Valley Farm and Village Museum Mullaney Law Offices
H-Net Job Guide <a href="http://www.h-net.org/jobs/home.php">www.h-net.org/jobs/home.php</a>	National Council for History Education <a href="http://www.nche.net">www.nche.net</a>	PA Heritage Foundation Pennsbury Manor Pennsylvania German Cultural Heritage Center
History Job Search Resources <a href="http://www.pmc.edu/history-job-search-resources">www.pmc.edu/history-job-search-resources</a>	National Council on Public History <a href="http://ncph.org">http://ncph.org</a>	The Washington Center Valley Forge National Park
Law Student Center <a href="http://www.hg.org/students.html">www.hg.org/students.html</a>	National Federation of Paralegal Associations <a href="http://www.paralegals.org">www.paralegals.org</a>	
Museum Employment Resource Center <a href="http://www.museum-employment.com">www.museum-employment.com</a>	Oral History Association <a href="http://www.oralhistory.org">www.oralhistory.org</a>	
USA Jobs <a href="http://www.usajobs.gov">www.usajobs.gov</a>	Organization of American Historians <a href="http://www.oah.org">www.oah.org</a>	
Archives Gig <a href="https://archivesgig.com">https://archivesgig.com</a>	Society for Historians of American Foreign Relations <a href="http://www.shafr.org">www.shafr.org</a>	
PA Museums.org <a href="https://pamuseums.org">https://pamuseums.org</a>	Pennsylvania Historical & Museum Commission <a href="http://www.phmc.pa.gov">www.phmc.pa.gov</a>	
	U.S. Naval Institute <a href="http://www.usni.org">www.usni.org</a>	

# Building Your Resume for a Career in History

Building a strong resume for your career field starts long before you ever start your job search. Employers want to hire graduates who not only have the necessary educational background but also have experience applying that knowledge.

## Henry History

hhist000@live.kutztown.edu, 555-555-5555

### QUALIFICATIONS

- Experience working with artifacts
- Fluent in Spanish, Italian and English
- Strong oral and written communication skills
- Ability to work independently and as a cooperative team member

### EDUCATION

B.A. Kutztown University of Pennsylvania  
Major: History  
Minor: International Studies  
GPA: 3.61  
Dean's List  
Kutztown, PA  
Dec 20xx  
Fall 20xx, Fall 20xx, Spring 20xx  
University of Florence  
Study Abroad: 9 credits completed  
Florence, Italy  
June 20xx

### INTERNSHIP & EXTERNSHIP EXPERIENCE

Pennsylvania Historical and Museum Commission  
Keystone Intern  
Harrisburg, PA  
Summer 20xx  
• Participated in local archeological excavations  
• Aided in research based on Native American culture with a focus on the Lenape & Seneca tribes  
• Organized and entered artifactual data into State Museum Catalog System  
Student Extern  
• Witnessed an archeological excavation at Friendship Hill  
• Observed process of cleaning and preserving artifacts  
Sept 20xx

### VOLUNTEER EXPERIENCE

Mixsell House Museum  
Volunteer Tour Guide  
Easton, PA  
Summers 20xx-20xx  
• Provided tours for guests and answered historical inquiries  
• Assisted Northampton County Historical & Genealogical Society with museum maintenance

### CAMPUS INVOLVEMENT

President, Kutztown University History Club  
Spring 20xx-Present  
• Coordinate speaker events and field trips to promote an understanding of history and historical process  
• Facilitate bi-weekly club meetings  
• Organize and execute on-campus fundraisers and information sessions  
Member  
Fall 20xx-Present  
Volunteer, Special Olympics  
Spring 20xx, Spring 20xx  
Recipient, Career Success Certificate, Kutztown University Career Development Center  
Spring 20xx  
Recipient, Career Exploration Certificate, Kutztown University Career Development Center  
Fall 20xx

### WORK EXPERIENCE

Admissions Office, Kutztown University  
University Tour Guide  
Kutztown, PA  
Fall 20xx-Present  
• Provide information regarding University history and services  
• Promote University and field guest questions  
• Communicate effectively with large and diverse student groups

Learn more about your field and develop the necessary skills for employment by gaining hands-on experience through clinical practice.

Utilize summer breaks to acquire valuable experience via volunteer or employment opportunities related to your major.

Develop professionally through campus involvement and professional memberships. This illustrates responsibility, leadership abilities and time management skills.