

**Bachelor of Arts: German Studies: Communication and Culture**

**Bachelor of Arts: Spanish**

**Minors: Pennsylvania German Studies, Spanish for Modern Business, International Studies**

Studying another language is an exciting and rewarding experience, not to mention a career path that leads to many opportunities in today's global marketplace. As a Modern Language major you will learn and use cross-cultural communication skills, develop a deeper appreciation for people from different cultures, experience the artistic, literary, socio-political and historical contributions of the culture, improve skills in your native language, and understand more fully your place and your native culture's place on a global scale. A Modern Language major is ideal for students who wish to pursue entrance into graduate programs and/or careers in a variety of settings including business, banking, social services, government and international organizations. Employers recommend one or more internships to be successful and competitive when entering this field.

### **Career types associated with Modern Languages**

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

- Artistic - "Creator"
- Investigative - "Thinker"
- Enterprising - "Persuader"

### **Skills associated with the Modern Languages majors**

- Proficiency in reading, writing, and speaking
- Good listening, clarifying, questioning, and responding skills
- Ability to conduct and explain research results
- Ability read analytically
- Ability to make observations and appropriate decisions
- Ability to concentrate for long periods of time
- Ability to adjust to quickly adjust to new environments
- Proficiency in phonetics and ability to imitate sounds

### **Related courses Modern Languages majors typically enjoy**

- Anthropology
- English
- History
- Humanities
- Sociology
- Speech
- Writing

### **Common interests of Modern Languages majors**

- Attending movies, plays, lectures, or readings
- Participating student exchanges, or pen pal experiences
- Conversing with others
- Participating in a book club or language club
- Reading essays, articles, novels, short stories, plays, poetry, and professional journals
- Visiting libraries
- Working part-time or as a volunteer for the Red Cross, VISTA, or Peace Corps
- Traveling

### **For more information about this major**

Contact the Modern Languages Department  
231 Old Main, B Wing 610-683-4427 or visit  
[www.kutztown.edu/ModernLanguages](http://www.kutztown.edu/ModernLanguages)

### **What do KU Graduates say about this major?**

*"My decision to study languages has given me the opportunity to open doors that previously would have been closed to me. Now I can get to know people who don't speak my native language, and access their personal histories, points of view, and experiences. This allows me to network and open up career opportunities both in the United States and across the globe. I have used my education to live and work in Berlin for the past 5 years and would recommend learning modern languages to all with wanderlust in their hearts. The possibilities are endless."*

# 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 employers 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

Modern Languages 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                    | • Foreign Service Officer          | • Pharmaceutical Representative        |
| • Archivist                         | • Historian                        | • Politician                           |
| • Art Dealer                        | • Hotel Manager                    | • Producer                             |
| • Bilingual Educator                | • Human Resources Director         | • Professor                            |
| • Bilingual Officers/Clerks/Tellers | • Importer/Exporter                | • Public Health Administrator          |
| • Buyer                             | • Intelligence Researcher          | • Quality Control Supervisor           |
| • CIA Agent                         | • International Account Manager    | • Radio/TV Announcer                   |
| • Civil Service Employee            | • International Banking Officer    | • Reporter                             |
| • Commercial Loan Officer           | • International Conference Planner | • Salesperson                          |
| • Copy Editor/Proofreader/Writer    | • International Consultant         | • Scientific Linguist                  |
| • Court Interpreter                 | • International Trade Economist    | • Scientific Translator/Interpreter    |
| • Cultural Officer                  | • Interpreter                      | • Social Worker                        |
| • Customs Inspector                 | • Lexicographer                    | • Teacher                              |
| • Customs/Immigration Officer       | • Linguist                         | • TESO/ESL Teacher                     |
| • Diplomat                          | • Localization Project Coordinator | • Textbook Publisher                   |
| • Drug Enforcement Agent            | • Museum Curator                   | • Translation/scription Project Coord. |
| • FBI Agent                         | • National Security Agent          | • Transport Equipment Manager          |
| • Foreign Correspondent             | • Negotiator                       | • Travel Agent/Tour Organizer          |
| • Foreign Diplomat                  | • Overseas Personnel/Plant Mgr.    |  |
| • Foreign Exchange Trader           | • Peace Corps/Vista Worker         |  |

## Common Internship Sites and Employers

Applied Digital Arts majors often find internships and employment in the following fields/industries.

- Schools
- Media
- State/Federal Government
- Museums
- Colleges/Universities
- Business & Banks
- Airlines
- Hotels
- Travel/Tourism Agencies



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 Modern Languages 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!

### Industry/Employment Information

The Electronic Embassy  
[www.embassy.org](http://www.embassy.org)

O\*NET OnLine

<http://online.onetcenter.org>

Internships.com  
[www.internships.com](http://www.internships.com)

Occupational Outlook Handbook  
[www.bls.gov/ooh](http://www.bls.gov/ooh)

Federal Employment Site  
[www.usajobs.gov](http://www.usajobs.gov)

United Nations  
[www.un.org](http://www.un.org)

Bilingual Jobs - Bilingual Professionals  
[www.bilingual-jobs.com](http://www.bilingual-jobs.com)

American Council on the Teaching & Career Seekers of Foreign Languages  
[www.actfl.org](http://www.actfl.org)

Teachers of English to Speakers of Other Languages (TESOL) [www.tesol.org](http://www.tesol.org)

Department of State (Student Programs and Internships) [www.state.gov](http://www.state.gov)

### Professional Organizations

Modern Language Association  
[www.mla.org](http://www.mla.org)

American Council on Teaching of Foreign Languages  
[www.actfl.org](http://www.actfl.org)

American Asso. of Teachers of Spanish & Portuguese  
[www.aatsp.org](http://www.aatsp.org)

National Association for Bilingual Education  
[www.nabe.org](http://www.nabe.org)

American Association of Teachers of German  
[www.aatg.org](http://www.aatg.org)

Association for French Language Studies  
[www.afls.net](http://www.afls.net)

American Translators Association  
[www.atanet.org](http://www.atanet.org)

### Related Area Employers

ArtsQuest  
Boydell & Brewer Camden House  
DaVinci Science Center  
Easton Area Public Library  
CIEE-Council on International Educational Exchange  
FCI - The Language Experts  
German American Chamber of Commerce in New York City  
German American Chamber of Commerce in Philadelphia  
German Society of Philadelphia  
Lehigh County Historical Society  
JR Language Translation Services  
Pennsylvania German Cultural Heritage Center  
Valley Youth House

# Building Your Resume for a Career in Modern Languages

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.

## Marco Modern Language

mmode000@live.kutztown.edu, 555-555-5555

### QUALIFICATIONS

- Fluent in Spanish and English
- Excellent leadership and decision making skills
- Experience working with diverse populations
- Strong oral and written communication skills
- Proficient in SPSS, Microsoft Office & Linux

### EDUCATION

B.S. Kutztown University of Pennsylvania  
Major: Public Administration  
Minor: Multicultural Studies  
GPA: 3.88  
Dean's List

Kutztown, PA  
May 20xx

Fall 20xx, Fall 20xx, Spring 20xx

Related Courses: Empirical Political Analysis, Planning and Decision Making, Public Budgeting and Fiscal Management, Human Resource Management, Public Policy Making

### INTERNSHIP EXPERIENCE

Borough of Kutztown  
Intern

Kutztown, PA  
Fall 20xx-Present

- Assist City Manager with budget preparation and reconciliation
- Develop a Borough Traffic Improvement Plan in coordination with University and city officials
- Work with Public Works Department to create and promote Electronic Recycling Days
- Attend bi-weekly council meetings

Delaware Lehigh National Heritage Corridor  
Intern

Easton, PA  
Spring 20xx

- Developed a public wellness program incorporating use of local trails
- Assisted in preservation and upkeep of trails
- Researched educational and legal documents pertaining to public health and wellness
- Recorded notes during commission meetings focused on strategic planning efforts

Extern

- Observed preservation process of D&L Trail and canal system
- Attended public meeting dedicated to community revitalization and historic preservation

### CAMPUS INVOLVEMENT

Presidential Ambassador, Kutztown University

Fall 20xx-Present

- Work directly with President's Office to promote student-alumni connection events such as career networking nights, homecoming festivities, and alumni dinners

Member, Kutztown University Student Government Board

Spring 20xx-Present

Member, Kutztown University Social Welfare Club

Fall 20xx-Present

Volunteer, KuBok, Kutztown Neighborhood Watch Program

Fall 20xx-Present

- Patrol campus and community to ensure safety of students and citizens

Recipient, Career Success Certificate, Kutztown University Career Development Center

Spring 20xx

Recipient, Career Exploration Certificate, Kutztown University Career Development Center

Fall 20xx

### WORK EXPERIENCE

Kutztown University Health & Wellness Center  
Desk Receptionist

Kutztown, PA  
Fall 20xx-Present

- Schedule appointments, manage waiting room, record and file confidential information

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.