

**Bachelor of Science: Political Science**  
**Bachelor of Science: Political Science with Paralegal**  
**Minor: Political Science**

Political Science is the study of government and explores the origins, historical developments and function of government and political power. Political Science majors study American government, political theory, international relations, and comparative politics among their core courses and are exposed to all the subfields of the discipline.

A degree in Political Science is ideal for students who wish to pursue entrance into graduate programs or law schools and/or careers in public affairs, business, education and the media. Employers recommend one or more internships to be successful and competitive when entering this field.

### **Career types associated with Political Science**

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

- Enterprising - “Leader”
- Social - “Helper”
- Investigative - “Thinker”

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

- Strong oral and written communication skills
- Ability to relate to people from varying backgrounds
- Ability to conduct research and explain research
- Proficiency in reading comprehension, writing, and speaking
- Ability to organize and interpret social, economic, and political data
- Understanding and sensitivity to community needs
- Ability to evaluate problems and make appropriate decisions
- Aptitude for leadership

### **Courses Political Science majors typically enjoy**

- Civics/Government
- Debate
- Economics
- English
- History
- Psychology
- Public Speaking
- Social Studies
- Sociology

### **Common interests of Political Science majors**

- Attending political rallies or lectures
- Serving as a part-time worker or volunteer precinct clerk, poll watcher, or in news media
- Running for a public school or municipal office
- Joining a debate or forensics team
- Participating in fundraising or writing promotional materials for a political campaign
- Participating in student government
- Joining a school newspaper staff, freelance writing, or reading political publications

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

Contact the Political Science Department,  
 318 Old Main, 610-683-4449 or visit  
[www.kutztown.edu/Political Science](http://www.kutztown.edu/Political%20Science)

### **KU Majors related to Political Science**

English– Professional Writing, Geography, History,  
 Public Administration, Secondary Education-Social  
 Studies

Enterprising students may also be interested in:  
 Accounting, Advertising\*, Communication Design,  
 Communication Studies, Criminal Justice, Economics\*,  
 Elementary Education, Environmental Science,  
 Finance, International Studies\*, Library Science,  
 Literature\*, Psychology, Management, Marketing,  
 Multicultural Studies\*, Public Relations\*, Social  
 Work, Special Education, Women’s Studies\*,  
 Writing\*

\* minor only

# 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

Political Science 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).

- Account Executive
- Advocate
- Archivist
- Anthropologist
- Association Manager
- Attorney
- Broadcast Journalist
- Business Development Officer
- Buyer
- Campaign Manager
- Chamber of Commerce Manager
- City Manager
- Community Relations Director
- Congressional Aide
- Congressional Research Consultant
- Consumer Advocate
- Diplomat
- Editor
- Environmental Policy Analyst
- FBI/CIA Agent
- Foreign Correspondent
- Foreign Service Officer
- Government Intelligence Analyst
- Historic Preservationist
- International Business Specialist
- International Organization Official
- International Trade Specialist
- Interpreter
- Judge
- Labor Relations Specialist
- Law Enforcement Officer
- Legal Assistant
- Legislative Analyst
- Lobbyist
- Management Analyst
- Mayor
- Market Research Analyst
- Media Analyst
- Military Officer
- Paralegal
- Parole/Probation Officer
- Peace Corps/Vista Worker
- Political Pollster
- Penologist
- Politician
- Political Consultant
- Political Scientist
- Professor: Political Science/History
- Public Administrator/Manager
- Public Health Official
- Public Opinion Interviewer
- Public Recreation Director
- Public Relations Specialist
- Radio/TV Announcer/Producer
- Real Estate Agent/Broker
- Researcher
- Sales Manager
- School Administrator
- Social Services Administrator
- Special Interest Group Director
- Survey Worker
- Teacher: Humanities/Social Sciences
- Writer/Author

## Common Internship Sites and Employers

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

- Business & Industry
- Campaign Management Firms
- Communications Media
- Consulting Firms
- Courts and Law Offices
- Educational Institutions
- Military and Para-Military Groups
- Non-Profit Organizations
- Public/International Affairs Offices
- Political Parties
- Private/Public Interest Groups



**handshake**

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 Political Science 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

American Enterprise Institute for Public Policy Research  
[www.aei.org](http://www.aei.org)

Careers in Government  
[www.careersingovernment.com](http://www.careersingovernment.com)

Careers in Federal Government  
[www.makingthedifference.org](http://www.makingthedifference.org)

Federal Jobs  
[www.federaljobs.net](http://www.federaljobs.net)

Government Jobs  
[www.governmentjobs.com](http://www.governmentjobs.com)

Law Student Center  
[www.hg.org/students.html](http://www.hg.org/students.html)

National Nonprofit Job Opportunities  
[www.opportunitynocs.org](http://www.opportunitynocs.org)

Public Service Careers  
[www.publicservicecareers.org](http://www.publicservicecareers.org)

USA Jobs  
[www.usajobs.gov](http://www.usajobs.gov)

### Professional Associations

The American Academy of Political & Social Science  
[www.aaps.org](http://www.aaps.org)

American Assoc. for State & Local History  
[www.aaslh.org](http://www.aaslh.org)

American Political Science Association  
[www.apsanet.org](http://www.apsanet.org)

Association for Public Policy Analysis & Management  
[www.appam.org](http://www.appam.org)

Association for Political Science Students  
<http://www.iapss.org>

National Council on Public History  
<http://ncph.org>

National Federation of Paralegal Associations  
[www.paralegals.org](http://www.paralegals.org)

Northeast Political Science Association  
[www.northeasternpsa.org](http://www.northeasternpsa.org)

U.S. Naval Institute  
[www.usni.org](http://www.usni.org)

### Related Area Employers

Commonwealth of Pennsylvania  
Ford Law Office LLC  
Grant Street Group  
Greenlee Partners, LLC  
Martson Law Offices  
Mission Kids Child Advocacy Center  
Ostroff Injury Law, P.C.  
Pennsylvania State Employees Credit Union  
The Republican National Committee  
The Washington Center  
U.S. Census Bureau  
U.S. Department of the Treasury  
United Way of Pennsylvania

# Building Your Resume for a Career in Political Science

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.

## Priya Political Science

ppoli000@live.kutztown.edu, 555-555-5555

### QUALIFICATIONS

- Fluent in Hindi, Spanish and English
- Excellent leadership and presentation skills
- Experience working with diverse populations
- Strong oral and written communication skills
- Ability to work independently and as a cooperative team member

### EDUCATION

B.A. Kutztown University of Pennsylvania  
Major: Political Science  
Dual Minor: International Studies & Biology  
GPA: 3.88  
Dean's List

Kutztown, PA  
May 20xx

Fall 20xx, Fall 20xx/Spring 20xx

University of Barcelona  
Study Abroad: 6 credits completed

Barcelona, Spain  
August 20xx

### INTERNSHIP EXPERIENCE

U.S. Department of Veteran Affairs  
Veteran Affairs Intern

Washington, DC  
Summer 20xx

- Presented to veteran groups and clinician regarding prosthetic programs
- Created standard of operations for clothing allowance and auto adaptive
- Updated position descriptions for prosthetic positions
- Educated the public on the importance of veteran assistance through presentations and information sessions
- Attended meetings of veteran and prosthetic committees

### CAMPUS LEADERSHIP

Constitutions & Policies Chair, Kutztown University Student Government Board  
Member

Spring 20xx-Present

- Write, review and recommend policies concerning the SGA to the general Student Government Board
- Advocate for student body needs including educational and technological resources
- Facilitate bi-weekly subcommittee meetings

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

Vice President, Kutztown University International Relations Association

Fall 20xx-Present

- Assist in organizing weekly open forums focused on global issues and international diplomacy
- Coordinate student debate and political panels

### HONORS & AWARDS

Political Science Scholarship  
Career Success Certificate, Kutztown University Career Development Center  
Career Exploration Certificate, Kutztown University Career Development Center

Fall 20xx  
Spring 20xx  
Fall 20xx

### WORK EXPERIENCE

Clothing Inc.  
Sales Associate

Kutztown, PA  
Aug 20xx-Present

- Resolve customer issues, answer patron inquiries, process cash and credit transactions

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.