

**Bachelor of Arts: German Studies**

with specializations in Communication and Culture, PA German Culture in America, and Interdisciplinary Program

**Bachelor of Arts: Spanish**

**Minors: German Communication and Culture, PA German Culture in America, Spanish and Spanish for Modern Business**

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...)*

Artistic - "Creator"

Investigative - "Thinker"

Enterprising - "Persuader"

**Skills associated with the Modern Languages major<sup>1</sup>**

- 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<sup>1</sup>**

- 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  
106 DeFran, 610-683-4427

**KU Majors related to Modern Languages**

Communication Studies, English, and History

Artistic students may also be interested in:

Advertising\*, Art Education, Communication Design, Crafts, Elementary Education, German Studies, International Studies\*, Library Science, Music, Music Education, Philosophy, Public Relations\*, Secondary Education, Spanish, Studio Art.

\*minor only

# FOUR STEPS TO SUCCESS

EXPLORE

DISCOVER

EXPERIENCE

IMPLEMENT

1<sup>ST</sup> YEAR

2<sup>ND</sup> YEAR

3<sup>RD</sup> YEAR

4<sup>TH</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.
- 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.
- 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 Careers Cafe & networking programs.
- Attend internship & job fairs.
- Take on a leadership role in a student organization or work.
- Consider graduate school options and prepare for admissions tests.
- 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.
- 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 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).

- Advertising Copywriter
- Advertising Manager
- Announcer
- Anthropologist
- Archivist
- Art Dealer
- Banking Correspondent
- Bilingual Educator
- Bilingual Officers/Clerks/Tellers
- Buyer
- CIA Agent
- Civil Service Employee
- Commercial Loan Officer
- Computer Systems Designer
- Copy Editor/Writer
- Court Interpreter
- Cultural Officer
- Customs Inspector
- Customs/Immigration Officer
- Diplomat
- Drug Enforcement Agent
- Escort/Interpreter/Guide
- Fashion Buyer
- FBI Agent
- Flight Attendant
- Foreign Correspondent
- Foreign Diplomat
- Foreign Exchange Trader
- Foreign Service Officer
- Historian
- Hotel Information Clerk
- Hotel Manager
- Human Resources Director
- Importer/Exporter
- Intelligence Researcher
- International Account Manager
- International Banking Officer
- International Conference Planner
- International Consultant
- International Hotel Administrator
- International Trade Economist
- Interpreter
- Lexicographer
- Librarian
- Linguist
- Missionary
- Multilingual Port Receptionist
- Museum Curator
- National Security Agent
- Negotiator
- Overseas Personnel Manager
- Overseas Plant Manager
- Peace Corps/Vista Worker
- Pharmaceutical Representative
- Politician
- Producer
- Professor
- Proofreader
- Public Health Administrator
- Publishing Specialist
- Quality Control Supervisor
- Radio/TV Announcer
- Reporter
- Salesperson
- Scientific Linguist
- Scientific Translator/Interpreter
- Social Worker
- Teacher
- TESO/ESL Teacher
- Textbook Publisher
- Translator
- Transport Equipment Manager
- Travel Agent/Tour Organizer

## 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



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

## 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 Information and Job/Internship Search Sites

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)

# 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

- 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

Kutztown, PA  
Fall 20xx-Present

Delaware Lehigh National Heritage Corridor  
Intern

- 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

Easton, PA  
Spring 20xx

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

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

Fall 20xx-Present

Member, Kutztown University Student Government Board

Member, Kutztown University Social Welfare Club

Volunteer, KuBok, Kutztown Neighborhood Watch Program

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

Recipient, Career Success Certificate, Kutztown University Career Development Center

Recipient, Career Exploration Certificate, Kutztown University Career Development Center

Spring 20xx-Present

Fall 20xx-Present

Fall 20xx-Present

Spring 20xx

Fall 20xx

### WORK EXPERIENCE

Kutztown University Health & Wellness Center

Desk Receptionist

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

Kutztown, PA

Fall 20xx-Present

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.