

ENGLISH

English is a branch of the language arts, which focuses on the written word. It also includes a study of literature, speech, poetry, drama, and creative/technical writing. The purpose for the study of English is to facilitate productive thinking and effective communicating.

TYPICAL SKILLS

Background of general knowledge
High proficiency in reading, writing & speaking
Command of grammar/vocabulary
Ability to conduct and explain research
Good listening, clarifying, questioning & responding skills
Presenting alternative view points
Making oral presentations
Editing skills

Ability to read analytically
Ability to read for styles/ideas
Capacity to work well under pressure
Ability to make critical observations/decisions
Ability to concentrate for long periods of time
Summarizing ideas
Developing hypotheses
Oral and written communication skills

JOBS AND CAREERS

The following are actual job titles of people who have graduated with an undergraduate degree in English although some of these positions may require education beyond a bachelors.

ACADEMIC ADVISOR/ADVISOR COUNSELOR

Advises students at all levels on selection of courses and majors. Sometimes involves career counseling. May require certification beyond degree or special licensing.

ACTOR

Assumes personas to entertain public in various media: stage, film, commercials, voice-overs, modeling, educational audio and video tapes, radio and television programming of all kinds.

ADVERTISING ACCOUNT ASSISTANT

Acts as liaison between ad agencies and clients. Helps to coordinate and manage advertising campaigns based on client needs.

ADVERTISING COPYWRITER

Writes advertising copy for display in all media: newspaper, magazine, billboard, packaging, television, radio.

ADVERTISING MEDIA PLANNER

Determines cost-effective means for reaching target market via print and broadcast media. Researches demographics of different media outlets and analyzes demographic and budgetary aspects of advertising proposals.

AIRLINE CUSTOMER SERVICE REPRESENTATIVE

Completes reservations, ticketing, telephone and direct ticket sales, passenger ticketing and boarding duties. Fields complaints and questions.

ALUMNI AFFAIRS COORDINATOR

Works for college and university alumni affairs offices conducting a variety of activities related to production of educational programs, social events, and special tours for alumni, coordination and spearheads fund-raising and reunion activities. Often writes for alumni publications.

ARCHIVIST/HISTORIAN

Accesses and organizes variety of records and documents; verifies authenticity and significance of historical material with exemplary research techniques. Acts as tour guide, lecturer on historical topics. Usually hired by libraries, historical museums and historical sites.

ASSOCIATE CONTRACT ADMINISTRATOR

Helps to prepare proposals for contracts with government agencies and often facilitates or administrates them. Hiring organization sells products or services to the government.

ATTORNEY

Assists clients in legal matters, representing their interests in courts of law. May work for local, state or federal legal systems or in private enterprise. Requires graduate degree and national examination.

AUTHOR

Usually freelances, but is sometimes under contract or syndication to write articles, opinion pieces, books of fiction or non-fiction.

BIOGRAPHER

Researches and writes books, essays or exposes about public entities, living or deceased, under contract to publishing house or newspaper.

BIOMEDICAL/MEDICAL RESEARCH ASSISTANT

Follows detailed instructions and prescribed procedures to assist in laboratory research. Keeps records, writes reports, conducts library research. Works in hospitals, clinics, colleges and universities, research institutes, and private industry.

BOOK CRITIC

Usually works for newspapers or audio-visual media to review the work of current authors and disseminate opinion about the work to the reading public.

CAREER PLANNING AND PLACEMENT COUNSELOR

Helps individuals in goal-setting and implementing career/job-search strategies, teaches decision-making and job-search skills, networks employers for interviewing opportunities and internships, develops related library resources. Employers include private firms and universities and colleges.

CIRCULATION ASSISTANT

Distributes publications through various means including subscriptions. Seeks to increase circulation through market studies, promotions, and ad campaigns. Works for newspapers and magazines.

COLLEGE ADMISSIONS OFFICER

Recruits and selects prospective students, creates promotional materials, makes presentations on and off campus, sets admissions criteria, reviews applications, and communicates with applicants.

COLLEGE DEVELOPMENT SPECIALIST

Raises funds for a college or university via corporate and alumni contributions.

COMEDY WRITER

Develops humorous scenarios for audio or visual media. Usually employed by TV/radio/film producers.

COMMENTATOR

Researches current events, issues and/or people in the media to develop verbal opinion pieces. Usually works for radio or television producers.

COMPUTER INSTRUCTIONAL DESIGNER

Writes instructional/tutorial manuals and course materials for internal and customer training. Hired by computer hardware/software makers. Technical background usually required and possibly teaching experience.

COMPUTER MARKETING COMMUNICATIONS SPECIALIST

Constructs marketing materials to promote computer products. Requires technical knowledge. Employed by hardware/software manufacturers.

COPY EDITOR/ COPY READER

Edits copy for grammatical and stylistic errors. May be hired by book and magazine publishers, newspapers, advertising agencies, in-house publications of business and news agencies.

CONSULTING OPERATIONS ADMINISTRATOR

An administrative assistant to consultants. Duties may include coordinating travel arrangements, securing and operating AV equipment for meetings and presentations, illustrating research findings, editing and proofreading, collecting and organizing data.

CONTINUITY WRITER

Hired by radio/ TV producers to write and edit scripts for broadcast. Organizes time slots for segments and commercials.

CORPORATE COMMUNICATIONS SPECIALIST

Promotes companies and their images via a variety of oral and written reports.

CORRESPONDENT/STRINGER

Freelancer with expertise in specific subject or geographic areas who writes topical reports for publications or news agencies.

COORDINATOR OF VOLUNTEERS

Recruits, trains, assigns, and directs volunteers for service organizations – hospital, churches, cultural institutions, social service agencies - to provide specific services. Usually administrates a variety of volunteer programs.

CROSSWORD PUZZLE WRITER**CUSTOMER TRAINING SPECIALIST**

Teaches customers to use a specific product and may also development teaching materials. Usually hired by high-tech manufacturers and retailers.

CUSTOMER SERVICE REPRESENTATIVE

Directly contacts customers/clients to respond appropriately to complaints and informational inquiries. Hired by retailers, wholesalers, manufacturers, service industries and social service organizations.

DESKTOP PUBLISHER

Usually freelances or works for small printing companies using publishing software to develop presentations on specified topics for print media. May also need have graphic design and layout background.

EDITORIAL ASSISTANT

Assesses and edits manuscripts for publishers with regard to venue and potential audience acceptance, coordinates design, secures copyrights and permissions.

EDUCATIONAL RESEARCHER

Works for school districts, educational publishers, testing organizations, educational materials and equipment manufacturers and educational institutions to assess effectiveness and appropriateness of existing educational methods and materials and develop new materials to either replace or accompany them.

EDUCATIONAL SALES REPRESENTATIVE

Works for manufacturers or distributor of educational material or schools to sell books, AV materials, educational equipment, including computers and software or educational programs to teachers, administrators, coaches or school systems. May set up at trade shows and conferences to demonstrate or present products or programs. Usually requires substantial travel.

EMPLOYEE NEWSLETTER EDITOR

Writes for and edits, completes design and layout of employee newsletter. May be hired in any field.

ENERGY COMMUNICATIONS SPECIALIST

Performs as liaison between community and energy entities such as energy lobby groups, government agencies, energy producers, consultants and energy educators to disseminate information and answer questions regarding such energy sources as oil/gas, coal, hydroelectric, nuclear, solar, and alternatives power sources (wind, tide, and geothermal).

ENERGY RESEARCHER

Works for energy producers, government agencies, consulting firms, investment banks and lobbying groups to conduct researches on a variety of issues involving major types of energy.

ENTERTAINMENT AGENT

Works for individuals as liaison between hiring organizations and clients or works for entertainment companies as a scout for talent in one or more artistic areas.

ENVIRONMENTAL COMMUNICATIONS SPECIALIST

Liaisons between environmental groups, such as consultants, lobbyist, researchers, government agencies and concerned citizens regarding environmental issues in fields such as: earth, marine, and atmospheric sciences; mining; forestry; public works; and parks, wildlife, and water management.

ENVIRONMENTAL RESEARCHER

May work for variety of public/ private/ governmental entities to research, develop, and presents information regarding environmental issues.

ESL TEACHER (English as a Second Language)

May work for school systems or immigration organizations to teach foreign-born constituents the English language.

FILM PRODUCTION ASSISTANT

Works for variety of film producers to arrange and coordinate rehearsals and filming of educational, recreational or promotional films/videos. Procures props and sets, books rehearsal space, schedules travel, edits and distributes scripts, etc. Usually requires prior experience and relevant educational background.

FILM RESEARCHER/COPYWRITER

Reviews scripts, checks for factual and technical accuracy, rewrites copy, assists in creating storyboard representations of scenes.

FINANCIAL RESEARCHER

Works for corporations or financial institutions to research financial literature and records, compile and disseminate statistical reviews and forecast regarding activity and transactions in specific industrial/financial sectors.

FOREIGN SERVICE OFFICER

Represents and administers United States embassies and various foreign service programs. Must have high security clearance and pass a variety of tests.

FREELANCE WRITER

Works as an independent contractor to publications. Write stories or articles on an assignment basis for a pre-negotiated fee, usually after submittal of a query letter proposing specific ideas.

GENEALOGICAL SERVICES SPECIALIST

May work for genealogical firms or private individuals to research and document genealogies, family and community histories. May write, edit, publish and/or markets genealogical services.

GRAPHIC ARTS DESIGNER

Works for ad agencies, retailers, book, magazine, and newspaper publishers to generate and supervise design or layout of advertisements, book or album covers and other graphic arts projects. Need practical understanding of elements and principles of design although drawing skills may not be necessary.

GREETING CARD WRITER

Usually freelances to write sentiments on greeting cards, but may also be directly employed by the greeting card company.

HISTORICAL MUSEUM ADMINISTRATIVE ASSISTANT

Works for history museums and/or curator to develop and present exhibition projects. Tasks include research, organization, analysis, interpretation and presentation of historical data in a variety of formats.

HISTORICAL PROJECTS COORDINATOR

Edits, preserves, researches, writes and produces media presentations for historical projects. May also coordinate budget and administer grants. Works for universities, historical societies, foundations, government agencies, etc.

HISTORICAL SOCIETY ADMINISTRATIVE ASSISTANT

Helps manage historical resources and personnel, provides PR, edits publications and provides a forum for historical meetings and activities for private historical societies, professional associations and state or federal historical entities.

HISTORICAL RESEARCH ASSISTANT

Conducts historical analysis, studies policy issues, prepares analytical reports, coordinates interdisciplinary studies. Works for "think tanks", universities, public research agencies.

HOTEL HOSPITALITY REPRESENTATIVE

Solicits business and programs on behalf of a hotel or conference center, coordinates the catering, support services and entertainment to accommodate the requirements or desires of a client or program.

HOUSING AND STUDENT LIFE COORDINATOR

Works on residential campuses of colleges and universities to administer various housing services and produce special programs to promote positive interaction on campus.

INSTITUTIONAL RESEARCHER/HISTORIAN

Writes institutional and policy histories; researches and reports on current issues, long-range trends; edits public records, manages archives. Works for executive, legislative, and judicial agencies, international institutions, military services, cultural agencies, planning agencies, public archives and libraries, private industries and corporations.

INTELLIGENCE OFFICER

Researches and analyzes geopolitical issues for the government. Works for intelligence services such as the F.B.I., the C.I.A., the National Security Agency, and military intelligence. Requires testing and security clearance.

INVESTMENT BANKING ANALYST TRAINEE

Conducts basic research to enable investment banker to consider feasibility of facilitating transactions between institutions with long-term capital needs and major investors. Looks at industries in general as well as financial status of specific institutions, and prepares documents and reports for staff and clients.

JOURNALIST

Investigates newsworthy topics, issues and people to write news articles, briefs, essays for news agencies, newspapers or magazines/journals.

JUDICIAL CLERK

Performs clerical duties, schedules calendars, keeps records, and does research for federal, state, and local courts and judges.

LABOR RELATIONS RESEARCHER

Conducts detailed research and prepares advisory reports on union-management agreements to facilitate contract negotiation for labor unions, unionized employers, and government arbitrators.

LEGISLATIVE AIDE

Performs research, writing and liaison functions for a state or U.S. senator or congressional representative or for a municipal officer holder. Positions typically secured through direct contact with officeholder.

LIBRARY AIDE

Assists primary librarian with technical and user services in school, corporate, or public library facilities.

LITERARY AGENT

Serves as liaison between writer and publisher to procure contract for original pieces. Works as independent contractor on a percentage basis.

LOBBYING ORGANIZER

Disseminates organizational or issue-related information, recruits volunteers, solicits funds, and organizes rallies, letter-writing campaigns and voter registration drives. Employed by special/public interest groups or professional lobbyists.

LOBBYING RESEARCHER

Researches literature for information that can be used to support positions and efforts of lobbyists, writes targeted reports and attends variety of pertinent meetings. Hired by special/public interest groups and professional lobbyists.

MANUFACTURER'S CONTRACT ADMINISTRATOR

Writes and administers contracts with manufacturing suppliers and coordinates delivery of materials.

MARKET RESEARCH ASSISTANT ACCOUNT EXECUTIVE

Works with Account Executive to coordinate appropriate studies in analysis of sales records, attitudes and opinions and test marketing for clients. Works in market research firms, advertising agencies, manufacturing, and retailing.

MARKET RESEARCH PROJECT SUPERVISOR

Coordinates the efforts of interviewers, tabulators, and coders in conducting a market research study for market research firms, advertising agencies, manufacturers, and retailers. Works under Account Executive.

MARKET RESEARCH ASSISTANT

Conducts preliminary research concerning competitors' products for a market study, organizes sales records and writes project reports for research firms, advertising agencies, manufacturers, and retailers.

NARRATOR

Tells a story that accompanies some form of audio media.

NOVELEST

Writes fiction pieces as a freelancer for a publisher, usually after having submitted a query letter proposing specific ideas.

PARALEGAL

Researches a case, develops documentation required to write a brief, conducts interviews for public/private law firms.

PARTY PLANNER

Works as a freelancer to organize and orchestrate thematic parties.

PLAYWRIGHT

Writes for stage production usually under the direction of a producer.

POET

Creates work of poetry. May be freelancer or under contract for publication.

POLITICAL CAMPAIGN WORKER

Works for candidates or interest groups during political election campaigns to help with planning, fund raising, conducting research, writing issue statements, canvassing, and assessing voter attitudes. May segue into permanent position within a political organization or office.

POLITICIAN

Uses powers of persuasion to pursue political agendas for governments/lobbying groups. Works 'for the people' in a government structure.

PRESCHOOL AND ELEMENTARY SCHOOL TEACHER

Teaches basic academic and social skills to young children. Public schools generally require certification; private schools do not.

PUBLICATIONS ADVERTISING REPRESENTATIVE

Helps potential advertisers develop and place ads. Sometimes assists Ad Director in choosing rate structures and developing ad campaigns.

PRESS OPERATOR

Operates printing press for private or public (newspapers) printers to print a variety of materials. Technical requirements.

PROOFREADER

Reads and edits copy for publishers of books, magazines, journals and newspapers.

PUBLIC AFFAIRS COORDINATOR

Creates, implements, and coordinates services to a community for social services agencies, businesses or non-profit organizations. Some assignments might include fund-raising, money management or operational management of a program or facility.

PUBLIC SPEAKER

Writes and gives motivational/demonstrational speeches on topics or issues. Usually receives a stipend or contract for a specified amount of money.

PUBLICATIONS DESIGN AND LAYOUT ASSISTANT

Works for publishers of books, magazines, and newspapers to create cost-effective, visually appealing publications using graphic design and layout skills.

POLICY AND PROCEDURES ANALYST

Writes manuals on internal operating procedures and policies. Jobs available in all fields.

PUBLIC RELATIONS/PUBLIC INFORMATION SPECIALIST

Assesses the PR needs of an organization then develops and implements plans to meet them. Handles public appearances and press releases. Produces special events to elicit free publicity. Works for professional agencies, businesses, nonprofit and social service organizations.

PUBLICATIONS MARKETING REPRESENTATIVE

Conducts market research for book or magazine publishers, advertises and sells books and arranges for exposure of authors to the general public.

PUBLICATIONS RESEARCHER

Researches story and script ideas for various print media, maintaining files on topics and people and checking accuracy.

RADIO/TELEVISION COPYWRITER

Writes/rewrites scripts for broadcast media news departments.

RADIO/TELEVISION PROGRAM ASSISTANT

Works with radio/TV directors and producers to arrange for props and sets, distribute and edit scripts, schedule and supervise rehearsals and support functions for broadcast productions.

RADIO/TELEVISION RESEARCHER

Researches story and script ideas for broadcast media, maintaining files on topics and people and checking accuracy.

REPORTER/STAFF WRITER

Writes for public, private and in-house publications on a salary basis to meet assignment deadlines. Sometimes specializes in a particular area.

RESEARCH ASSISTANT

Helps researchers collect and analyze data from interviews and appropriate literature to write informative client reports for research or consulting firms.

SCRIPT READER

Works for production company or as freelancer to read scripts for accuracy and flow.

SCRIPT WRITER

Works for production company to write or rewrite scripts for actors to perform in some media: radio/tv/video/film.

STUDENT ACTIVITIES ADVISOR

Administers various activities for college students, usually extracurricular. Positions include fraternity/sorority advisor, disciplinary advisor, foreign student advisor, student publications advisor, and so forth.

STUDENT UNION COORDINATOR

Operates facilities and furnishes services for students through a college union or student center. Includes bookstore management, conference and special classes coordination, food services, and recreational services.

SECONDARY SCHOOL TEACHER

Instructs high school and junior high school students in one or more specialized subject areas. Public schools generally require certification; private schools usually don't.

SPECIAL PROGRAM TEACHERS

Instructs students enrolled in special education programs in a variety of settings (churches, social service agencies) on a variety of topics.

SPEECH WRITER

Usually works for individuals or corporations where key people disseminate a variety of information or propaganda. Researches background and usually writes for targeted audience using 'buzz words' to promote a particular product, program or point of view.

SURVEY ASSISTANT

Helps design survey interviews and questionnaires and manages interviewers and interviews. Gathers, analyzes and disseminates data in variety of formats for market researchers, government agencies and a variety of private firms.

TECHNICAL EDITORIAL ASSISTANT

Edits and proofreads material prepared by technical writers for high-tech companies.

TECHNICAL WRITER

Works for corporations, professional associations, publishers, or agencies to research, write and edit publications to communicate scientific/technical information to readers with little or no technical background.

TRANSLATOR

Works as a freelancer or for companies engaged in foreign trade to translate contents of contracts, programs and the like.

URBAN PLANNING RESEARCH ASSISTANT

Works for consulting firm, architect or government agency to research into the economic, environmental, and social consequences of development for city planner to support strategies for appropriate growth/renovation of rural, suburban, or urban areas.

USER DOCUMENTATION WRITER

Writes instructional manuals for computer users for computer hardware/software manufacturers. May need some level of technical expertise.

HIRING ORGANIZATIONS

Advertising Agencies
Bookstores
Communication Firms
Department Stores
Educational Institutions
Film Companies

Fund-raising Organizations
Government Agencies
Insurance Companies
Magazines
Newspapers
Personnel Departments

Professional Journals
Public Relations Firms
Publishing Firms
Radio/TV industry
Research/Development firms
Travel Agencies

PROFESSIONAL ORGANIZATIONS

American Society of Magazine Editors
919 Third Avenue, 22nd Floor
New York, NY 10022
(212) 872-3700 fax: (212) 906-0128
<http://asme.magazine.org/>
email: asme@magazine.org

National Council of Teachers of English
1111 West Kenyon Road
Urbana, IL 61801-1096
(800) 369-6283 fax: (217) 328-9645
www.ncte.org
email: public_info@ncte.org

National Writers Association
3140 S. Peoria Street #295PMB
Aurora, CO 80014
(303) 841-0246 fax: (303) 751-8593
www.nationalwriters.com

The Dow Jones Newspaper Fund
P.O. Box 300
Princeton, N.J. 08543-0300
(609) 452-2820 fax: (609) 520-5804
www.dowjones.com/newsfund

WEBSITES

Advertising and Media Jobs Page <http://www.nationjob.com/media>

Jobs for English Majors (and Other Smart People) www.iusb.edu/~eng/careers.html

Job Links for Journalists <http://www.newslink.org/joblink.html>

Job Resources by US Region <http://cdc.stuaff.duke.edu/stualum/employment/jobresources/region.html>

4work Internships <http://www.4work.com/>

MonsterTRAK <http://www.monstertrak.com>

Online journal and job site for higher education <http://chronicle.com/jobs>

The Chronicle of Higher Education Career Network www.chronicle.merit.edu/jobs

The Write Jobs www.writerswrite.com/jobs

TV Jobs: Broadcast Employment Services http://www.tvjobs.com/index_a.htm

Career Planning Websites

Careers for English Majors <http://www2.uncwil.edu/english/career.htm>

Careers in English (from Villanova web site) <http://www.english.villanova.edu/careers.htm>

Organizations & Associations

Association of American Publishers www.publishers.org

Association of Authors and Publishers www.authorsandpublishers.org

Association of Directory of Publishers www.adp.org

Investigative Reporters & Editors <http://www.ire.org/>

Magazine Publishers of America www.magazine.org

National Newspaper Publishing Association www.nnpa.org

National Writers Union www.nwu.org/nwuhome.htm

Small Publishers, Artists and Writers Network www.spawn.org

Small Publishers Association of North America <http://spannet.org>

Other

Authorlink: Information Services for Writers, Editors, Literary Agents and Publishers <http://www.authorlink.com/index.html>

Board Game Publishers <http://boardgames.about.com>

Book Binders West: Industry Resources www.bookbuilders.org/Res-electronic.html

Broadcasters: Index of Internet Resources
<http://www.comlab.ox.ac.uk/archive/publishers/broadcast.html>

Business Book Publishers <http://publishing.about.com/cs/businessbooks.htm>

Children's Book Publishers <http://publishing.about.com/cs/publishers1/index.htm>

City and Regional Magazine Publishers www.citymag.org

Creative Freelancers <http://www.freelancers.com/>

Directory of Publishers and Vendors www.library.vanderbilt.edu/law/acqs/pubr.html

Educational Paperback Association www.edupaperback.org

International Publishers Association www.ipa-uie.org

Media Week www.mediaweek.com

Multicultural Publishing and Education Catalog www.mpec.org

Names of Famous English Majors <http://www.msstate.edu/dept/english>

Publishers Weekly www.publishersweekly.com

Selected Publishers (index of sites)

<http://www.comlab.ox.ac.uk/archive/publishers.html#selected>

The Ultimate Collection of News Links (5,900+ US &

International online newspapers) <http://pppp.net/links/news/>