

ENGLISH LANGUAGE AND LITERATURE

SELECTED RESOURCES FROM THE UNI CAREER SERVICES LIBRARY (CSL) ***

- *Great Jobs for English Majors*
- *What Can You Do With A Major In English?*
- *Teaching English Overseas*
- *Careers in Focus: Writing*
- *Opportunities in Publishing Careers*
- *Encyclopedia of Careers and Vocational Guidance*
- *Opportunities in Teaching English to Speakers of Other Languages*

***The Career Services Library (CSL) is temporarily relocated in Rod Library, on the north side of the library's main floor near the Career Collection and north stairwell. Please contact [Career Services](#), 319-273-6857, if you have difficulty in finding any of the CSL resources.

UNI LIBRARIES

Use subject or keyword to search the UNI libraries ([Career Services Library](#), [Rod Library](#), etc.) for information on specific occupations. Enter the career field followed by the phrase *vocational guidance*, e.g. *English Language - vocational guidance*. Other subject terms are: *career development, occupations, professions, and job descriptions*.

SELECTED WEB SITES

(NOTE: Links to non-UNI Internet sites are provided for your convenience and do not constitute an endorsement)

GENERAL

UNI Department of English Language and Literature www.uni.edu/~english/index.htm

Resources from UNI Rod Library www.library.uni.edu/subject/english.html

Professional Writing Career Web Sites/Choosing a Graduate Program (UNI)

www.uni.edu/~lamberti/teaching/PW-job-sites.html

Resources for job seekers and Ph.D. program applicants (UNI)

www.uni.edu/~lamberti/teaching/Job%20Search%20resources%20for%20grad%20students.pdf

EXPLORING CAREERS

UNI Career Services www.uni.edu/careerservices/

Career Exploration Resources www.uni.edu/careerservices/students/explore/careerresources.html

Writer's Resource Center www.poewar.com/articles/

JOB POSTINGS

UNI Career Services: Find Employers and Jobs www.uni.edu/careerservices/

UNI AACSB CareerLink www.uni.edu/careerservices/careerlink/

UNI Rod Library: Career Related Information and Job Banks www.library.uni.edu/ris/career.shtml

Sunoasis Jobs for Writers, Editors, etc. www.sunoasis.com/

The Write Jobs www.writejobs.com/

NewsLink www.newslink.org/index.html

ORGANIZATIONS/ASSOCIATIONS

American Copy Editors Society www.copydesk.org

National Council for Teachers of English www.ncte.org

Litline: Literary Community, Organizations www.litline.org/links/organizations.html

Teachers & Writers Collaborative (T&W) www.twc.org/

Association of Writers & Writing Programs www.awpwriter.org/

Council of Literary Magazines and Presses www.clmp.org/

Magazine Publishers of America www.magazine.org/home/

National Newspaper Publishing Association: The Black Press of America www.nnpa.org/

National Writers Union nwu.org/

Investigative Reporters & Editors www.ire.org/

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

Small Publishers Association of North America spannet.org/

Search for more Associations www.asaecenter.org/Directories/AssociationSearch.cfm?navItemNumber=16581

SEARCH THE INTERNET

Use search engines or subject directories (www.library.uni.edu/dbandcat/search.shtml) to search the Internet. Use keywords such as the name of the field plus careers or jobs - e.g. *careers in writing* or *jobs in editing*. Use phrases such as *what can I do with a major in ...* with the name of the field of interest - e.g. *what can I do with a major in English*. Look for categories such as *jobs* or *careers* in subject directories available on the Internet.

SELECTED CAREER OPPORTUNITIES

(Some career options may require advanced degree)

Advertising Coordinator	Foreign Service Representative	Public Opinion Analyst
Campaign Manager	Freelance Writer	Public Relations Specialist
Claims Examiner	Fundraiser	Publications Director
College Administrator	Historical Society Specialist	Publicity and Promotion Specialist
College/University Professor	Insurance Agent	Research Analyst
Columnist	Interviewer	Researcher
Communications Specialist	Journalist	Retail/Buyer
Community Relations Specialist	Lawyer	Sales Promotion Specialist
Consumer Public Relations Specialist	Librarian	Sales Representative
Convention Organizer	Lobbyist	Sales Writer
Copy Editor	Magazine Writer	School Guidance Counselor
Copy Writer	Marketing Analyst	School Librarian/Media Specialist
Corporate Trainer	Marketing/Sales Manager	Special Concerns Advocate
Critic Reporter	Media Analyst	Special Events Coordinator
Customer Service Representative	Newspaper Reporter	Teacher
Document and Procedures Analyst	Newspaper Sports Editor	Technical Writer
Editor/Writer	Nonprofit Administrator	University/College Relations Specialist
English as a Second Language Feature Writer	Pastor	Volunteer Coordinator
	Personnel Relations Specialist	
	Personnel Trainee	
	Press Representative	
	Production Editor	
	Proofreader	

TYPE OF EMPLOYERS

Advertising Agencies	Libraries
Book & Magazine Publishers	Market Research Companies
Community Arts Centers	Media
Community Service Organizations	Museums
Consumer Organizations	Newspapers/Magazines
Educational Institutions	Public Relations Firms
Federal Agencies	Radio stations
Financial Institutions	Research Organizations
Foundations	Retail Stores
Healthcare Facilities	State Agencies
Historical Societies	Telecommunications Firms
Hospitality Organizations	Television
Insurance Companies	Theaters
Investment Firms	Travel Agencies

SELECTED ACTION VERBS FOR RÉSUMÉ

Acted	Compiled	Entered	Informed	Originated	Repaired
Actuated	Completed	Established	Initiated	Oversaw	Researched
Adapted	Composed	Estimated	Inspected	Passed	Resolved
Adjusted	Computed	Evaluated	Instituted	Performed	Retrieved
Administered	Conceptualized	Expanded	Instructed	Planned	Reviewed
Allocated	Conserved	Explained	Integrated	Posted	Revitalized
Analyzed	Controlled	Fashioned	Introduced	Produced	Settled
Anticipated	Coordinated	Filed	Invented	Programmed	Shaped
Appraised	Corrected	Forecasted	Maintained	Projected	Supported
Assessed	Created	Founded	Managed	Provided	Trained
Audited	Critiqued	Generated	Marketed	Qualified	Utilized
Balanced	Designed	Guided	Measured	Reconciled	Worked
Budgeted	Determined	Illustrated	Monitored	Recorded	
Calculated	Developed	Implemented	Netted	Reduced	
Collected	Directed	Improved	Organized	Remodeled	