

# MODERN LANGUAGES

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

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*Careers for Foreign Language Aficionados and Other Multilingual Types*  
*Careers in International Business*  
*Exploring Careers Using Foreign Languages*  
*Great Jobs for Foreign Language Majors*

\*\*\*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

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

## SEARCH THE INTERNET

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Use search engines or subject directories ([www.library.uni.edu/dbandcat/search.shtml](http://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. *Spanish careers*. 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 foreign languages*. Look for categories such as *jobs* or *careers* in subject directories available on the Internet.

## SELECTED WEB SITES

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

### EXPLORING CAREERS

UNI Career Services [www.uni.edu/careerservices/](http://www.uni.edu/careerservices/)

Career Exploration Resources [www.uni.edu/careerservices/students/explore/careerresources.html](http://www.uni.edu/careerservices/students/explore/careerresources.html)

Why study foreign languages? [www.uni.edu/modlangs/main/WhyStudyLang.shtml](http://www.uni.edu/modlangs/main/WhyStudyLang.shtml)

Monster Major to Career Converter [content.monstrerak.monster.com/tools/careerconverter/](http://content.monstrerak.monster.com/tools/careerconverter/)

### JOB HUNTING

UNI Career Services: Find Employers and Jobs [www.uni.edu/careerservices/](http://www.uni.edu/careerservices/)

UNI CareerLink [www.uni.edu/careerservices/careerlink/](http://www.uni.edu/careerservices/careerlink/)

Working for the Government [www.uni.edu/careerservices/government/index.html](http://www.uni.edu/careerservices/government/index.html)

International Careers [www.uni.edu/careerservices/international/jobs.html](http://www.uni.edu/careerservices/international/jobs.html)

UNI Rod Library: Career Related Information and Job Banks [www.library.uni.edu/ris/career.shtml](http://www.library.uni.edu/ris/career.shtml)

Periodicals and Newsletters [www.uni.edu/careerservices/careerlibrary/periodicals.html](http://www.uni.edu/careerservices/careerlibrary/periodicals.html)

Iowa Court Interpreters [www.judicial.state.ia.us/District\\_Courts/Court\\_Interpreters/](http://www.judicial.state.ia.us/District_Courts/Court_Interpreters/)

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

Translatorscafé.Com [www.translatorscafe.com/cafe/Default.asp](http://www.translatorscafe.com/cafe/Default.asp)

Translation Companies [www.sourcetranslations.com/](http://www.sourcetranslations.com/)

JobLine International: Bilingual [www.jobline.net/bilingual1.htm](http://www.jobline.net/bilingual1.htm)

Department of State [www.state.gov/employment/](http://www.state.gov/employment/)

Spanish jobs and Careers [www.spanishcareers.com/](http://www.spanishcareers.com/)

Spanishcareers: Other Foreign Languages [www.spanishcareers.com/careertools/international.shtml](http://www.spanishcareers.com/careertools/international.shtml)

## ASSOCIATIONS/ORGANIZATIONS

American Association of Language Specialists [www.taals.net](http://www.taals.net)

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

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

National Association of Judiciary Interpreters and Translators [www.najit.org/](http://www.najit.org/)

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

College Language Association [www.clascholars.org](http://www.clascholars.org)

Search for more Associations [www.asaecenter.org/Directories/AssociationSearch.cfm?navItemNumber=16581](http://www.asaecenter.org/Directories/AssociationSearch.cfm?navItemNumber=16581)

## POSSIBLE OCCUPATIONS

(Some career options may require advanced degree)

Advertising	Foreign Film Dubber	Librarian
Announcer	Foreign Language Teacher	Linguist
Anthropologist	Foreign News Correspondent	Missionary
Archivist	Foreign Service Officer	Peace Corps/VISTA Worker
Audiologist	Foreign Student Advisor	Police Officer
Author	Health Administrator	Proofreader
Bilingual Secretary	Historian	Public Health Administrator
Bilingual Teacher	Hotel Manager	Radio/Television Script Writer
Civil Service Worker	Human Resources Director	Radio/TV Announcer
Copy Editor	Human Resources Representative	Restaurant Manager
Copywriter	Import / Export Clerk	Social Worker
Court Interpreter	Indexer	Speech Pathologist
Cultural Officer	Intelligence Researcher	Teacher
Customer Service Representative	International Banker	Technical Writer/Communicator
Customs Inspector	International Conference Planner	Textbook Publisher
Immigration Officer	International Consultant	Tour Organizer/Guide
Diplomat	International Trade Specialist	Travel Agent
FBI/CIA Agent	Interpreter/Translator	
Flight Attendant	Journalist	

## SELECTED ACTION VERBS FOR THE RESUME

Acted	Calculated	Established	Monitored	Reconciled
Actuated	Compiled	Estimated	Netted	Recorded
Adjusted	Completed	Expanded	Oversaw	Reduced
Administered	Composed	Filed	Passed	Researched
Allocated	Computed	Forecasted	Performed	Resolved
Analyzed	Conserved	Generated	Planned	Retrieved
Anticipated	Controlled	Implemented	Posted	Reviewed
Appraised	Corrected	Improved	Prepared	Settled
Assessed	Created	Maintained	Programmed	Supported
Audited	Determined	Managed	Projected	Utilized
Balanced	Developed	Marketed	Provided	Worked
Budgeted	Entered	Measured	Qualified	

