



SALEM STATE UNIVERSITY
CAREER SERVICES

BUSINESS ADMINISTRATION

MAJOR CAREER GUIDE

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ACADEMIC INFORMATION

Follow this link to the Salem State University Bertolon School of Business page. Here you will find program information, degree options, course listings, licensure information, events information and much more:

<https://www.salemstate.edu/academics/bertolon-school-business/about-bertolon-school-business>

WHAT CAN I DO WITH MY MAJOR?

Are you a Business Administration major or are you considering Business Administration as a major? Follow the link below to the “What Can I Do With My Major?” resource on the Salem State University Career Services web site: <https://elearning.salemstate.edu/courses/939337/pages/what-can-you-do-with-your-major>

PROFESSIONAL ASSOCIATIONS

As in any profession, staying connected to professionals in your field is vital. Below are links to professional associations for Business Administration professionals. Stay up to date with industry trends, connect with fellow Business Administration professionals and utilize resources for job searching:

[American Bankers Association](#)

[American Finance Association](#)

[American Society of Women Accountants](#)

[Association for Financial Professionals, Inc](#)

[International Federation of Accountants](#)

[The Professional Accounting Society of America](#)

[American Management Association](#)

INFORMATIONAL INTERVIEWING

Informational interviewing is a method of gathering information about career options, industries and employers. It is an opportunity to learn about a particular job from someone already in the field. It is *not* a job interview, but it can help you learn about job opportunities and build your network for when the job search comes. This is an ideal chance to help you gain a more thorough understanding of a particular industry or job. It's also a great way to determine “is this what I want to do?” and to learn about different paths others have taken to get where they are.

JOB SHADOWING

An additional option you may want to consider to obtain information about your industry of choice is job shadowing. Job shadowing is an opportunity to step into the life of a professional in your field while they are working. Typically, job shadow experiences will last anywhere from one day to one week. Much like an informational interview, this is your opportunity to see firsthand what a “day in the life” of a professional is like.

VOLUNTEERING

Volunteering is another great way to learn about what to expect when working in your industry. Similar to a job shadow, you will be able to see a “day in the life” of a professional while also contributing some of your own skills or services. Volunteering can give you a chance to gain new expertise and help you narrow down your specific interests in the field. Follow the links below to help you identify current volunteer opportunities:

<http://volunteer.nsuw.org/>

ADDITIONAL RESOURCES

Massachusetts Business Resources and Online Services

- <http://www.mass.gov/portal/business/>

SAMPLE RESUME

BARRY BUSINESS

50 Pond Street, Salem, MA 01970 | 978-542-7658 | bbusiness@gmail.com

EDUCATION

Salem State University, Salem, MA

Bachelor of Science, Business Administration

May 20XX

Concentration: Accounting GPA: 3.8

Relevant Coursework: Forensic Accounting, Taxation, Managerial Accounting, Accounting Information Systems, Financial Account, Cost Accounting, Business Law

PROJECT

Coca-Cola Case Study

As a member of a team, researched and analyzed all aspects of business operations to determine the strengths, weaknesses, opportunities and threats to the organization. Identified suggestions for changes to operating procedures to improve systems and profitability

EXPERIENCE

Cambridge Credit Union, Cambridge, MA

Internship/ Customer Service Representative

20XX-Present

- Transfer funds for customers.
- Provide customer service.
- Train personnel on policies and procedures.
- Utilize IBM/ PC/ ATS for inquiries and on-line transactions.
- Provide assistance in developing training manual

Somerville Public Library, Somerville, MA

Tax Volunteer

20XX – 20XX

- Met with elderly clients concerning tax return preparation.
- Assisted individuals with 1040 tax forms and provided referrals as needed.

First Commerce, Lynn, MA

Administrative Assistant

20XX – 20XX

- Handled the billing process, and coordinated office payroll.
- Answered customer inquiries and referred appropriately.

SKILLS

Computers: PC, Macintosh, QuickBooks, Peachtree, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Word, FileMaker Pro

Language: Spanish, French

VOLUNTEERING AND COMMUNITY SERVICE

- Free Tax-Preparation Event for International students at Salem State University with SSU Business Society
- Habitat for Humanity

SAMPLE COVER LETTER

BARRY BUSINESS

50 Pond Street, Salem, MA 01970 | 978-542-7658 | bbusiness@gmail.com

Date (i.e. January 1, 20XX)

John Smith
Salem Finance
57 Highland Ave
Salem, MA 01970

Dear Mr. Smith:

I am applying for the position of Accounting Clerk recently advertised on your web site. As my resume indicates, I am presently employed as a Customer Service Representative at Cambridge Credit Union. I have completed my Bachelor of Science in Business Administration with an accounting concentration at Salem State University and believe that my skills and experiences make me a qualified candidate for the Accounting Clerk position.

In all of my prior positions, my focus has always been towards accounting procedures as I believe that these are the core of any business. During my internship at Cambridge Credit Union, I was provided with the opportunity to reconcile daily accounts and prepare varying financial reports. Balancing daily tank charts and auditing vaults have been two of my favorite activities at my placement. My mathematics skills, record keeping techniques and my ability to work independently all point towards my suitability for this position.

I appreciate your time and look forward to talking with you further about the position of Accounting Clerk. I welcome the opportunity to further discuss my qualifications and thank you for your consideration.

Sincerely,

Barry Business

Enc: Resume

SAMPLE COMPANIES

128 ALLIANCE FINANCIAL
A.E. SCHWARTZ & ASSOCIATES
ABRAMS, LITTLE-GILL, LOBERFIELD PC
AMERICAN INCOME FISHER AGENCIES
AMERICAN INCOME LIFE
AMERICAN PROGRAM BUREAU
AMICA MUTUAL INSURANCE COMPANY
AMR BENEFITS MANAGEMENT, LLC
ARAMARK
ARBELLA INSURANCE GROUP
ASPENCROSS FINANCIAL GROUP/ JOHN HANCOCK
ATHENAHEALTH INC
ATLANTIC SEMICONDUCTOR CORPORATION
BARTON ASSOCIATES
BKR INTERNATIONAL MERGERS AND ACQUISITIONS
GROUP, LLC
BLACKROCK HOLDCO 2, INC
BLUE CROSS BLUE SHIELD OF MASSACHUSETTS
BONANNO, SAVIO & DAVIES, P.C.
BOSTON FINANCIAL & EQUITY CORP
BOSTON FINANCIAL DATA SERVICES
BOSTON PRIVATE BANK & TRUST CO.
BROOKLINE BANK
BROWN BROTHERS HARRIMAN & CO
CABOT WEALTH MANAGEMENT, INC.
CAMBRIDGE ASSOCIATES, LLC
CAMBRIDGE SAVINGS BANK
COMMUNICATIONS & POWER INDUSTRIES
CONSOL PARTNERS

DAVID FEELY CPA
ELIASSEN GROUP
FRANCIS J. LAROVERE INSURANCE AGENCY, INC
GATE 3 DESIGN
GREAT-WEST FINANCIAL
H.U.S. STRATEGIC MARKETING, INC
HARVARD PILGRIM HEALTH CARE
JOHN HANCOCK
KNOWLEDGE DRIVE
LIBERTY TAX SERVICE
MELANSON HEATH & COMPANY, PC
MORTGAGE NETWORK
NEC INCORPORATED
NETCLOUDTEK
NETSUITE
NORTHWESTERN MUTUAL
NOTYOURAVERAGEBOOKKEEPER
RICOH AMERICAS CORPORATION
ROBECO INVESTMENT MANAGEMENT
STREETWISE MEDIA
TECHKON USA
THE ADVOCATOR GROUP
THE REYNOLDS AND REYNOLDS COMPANY
UNITEDHEALTH GROUP
USER INTERFACE ENGINEERING
WADDEL & REED INC.
WAUSAU FINANCIAL SYSTEMS