



SALEM STATE UNIVERSITY
CAREER SERVICES

ECONOMICS

MAJOR CAREER GUIDE

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ACADEMIC INFORMATION

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

<https://www.salemstate.edu/academics/college-arts-and-sciences/economics>

WHAT CAN I DO WITH MY MAJOR?

Are you an Economics major or are you considering Economics 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 Economics professionals. Stay up to date with industry trends, connect with fellow Economics professionals and utilize resources for job searching:

[National Association for Business Economics](#)

[American Economic Association](#)

[International Economic Development Council](#)

[American Society of Health Economics](#)

[Association for Public Policy Analysis and Management](#)

[Association for Social Economics](#)

[National Economics Club](#)

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

Economic Research Journal

- <http://www.economics-ejournal.org/>

SAMPLE RESUME

ERNIE ECONOMIC

50 Supply Street, Salem, MA 01970 | 978-592-7858 | eeconomic@gmail.com

EDUCATION

Salem State University, Salem, MA

Bachelor of Science, Economics

May 20XX

GPA: 3.8

Relevant Coursework: International Trade, Comparative Economic Systems, Behavioral Economics, Econometrics, Environmental and Natural Resource Economics, Government Finance

PROJECT

Assessing the Supply and Demand of Apple Products

April 20XX

(Presented at the School of Arts and Science Undergraduate Research Symposium)

- Analyzed the difference in trends between Samsung and Apple product sales in the past two years
- Applied economic theories to data in order to understand the potential impacts of these demands on the global economy and future production

EXPERIENCE

Center for Economic Education, Salem State University, Salem, MA

Intern

20XX-20XX

- Coordinated workshops for K-12 teachers interested in learning about financial literacy as it impacts the classroom
- Provided feedback to judges for the Economics Challenge for high school students
- Networked with Massachusetts Council on Economic Education staff via email to maintain strong affiliation with the center and keep up to date on accreditation requirements
- Answered phone calls and filed paperwork

Salem State University, Salem, MA

Economics Club Vice President

20XX – 20XX

- Organized the Economics Department Speaker Series in collaboration with the President and faculty in order to identify meaningful speakers who were doing innovative work in the field
- Scheduled club meetings and communicated details via social media platforms
- Led a four-student team to second place in the regional Economics Challenge for college students

Bank of America, Lynn, MA

Teller

20XX – 20XX

- Handled questions about types of accounts and e-banking
- Completed transactions for customers while ensuring that appropriate security procedures were followed for larger sums

SKILLS

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

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

ERNIE ECONOMIC

50 Supply Street, Salem, MA 01970 | 978-592-7858 | eeconomic@gmail.com

January 2, 20XX

Carmen Domingeuz
Bureau of Labor Statistics
U.S. Department of Labor
Denver, CO, 80012

Dear Ms. Domingeuz:

I am applying for the position of Economist/Statistician recently advertised on the U.S.A Jobs web site. As my resume indicates, I was recently an intern at the Center for Economic Education at Salem State University where I gained experience with collaboration and data entry through my communication with the Massachusetts Council on Economic Education. I have completed my Bachelor of Science in Economics at Salem State University and believe that the combination of my skills and experiences make me an excellent candidate for the Economist/Statistician position.

The position description describes requirements related to statistical competency. I completed advanced level statistics courses during the course of my study at Salem State University, which ultimately allowed me to analyze the data I collected for my presentation at the School of Arts and Sciences Undergraduate Research Symposium. My results allowed me to make conclusions about the data and test the significance of these conclusions. I was able to understand the impacts of the data further by studying the context as it related to society. My position as Vice President of the Economics Club was able to accentuate my understanding of environmental context and current events as they relate to economics, since I was responsible for selecting up and coming economists to sit on our annual panel discussions. This required that I be aware of advanced level concepts and new research in the field.

In addition to my qualifications for the position, I am also committed to a public service position, as I feel that it is my duty as a citizen to make a contribution to my country. This position would allow me to channel that goal into a tangible outcome. In particular, working for the Bureau of Labor Statistics would mean contributing to an accurate, relevant, and objective data source that supports both private and public decision-making. I always particularly enjoyed the coursework I completed that related to data collection and its economic impacts. I appreciate your time and look forward to talking with you further about the position of Economist/Statistician. Thank you for your consideration.

Sincerely,

Ernie Economic

SAMPLE COMPANIES

ADVOCACY COALITION (MIRA)
CENSUS BUREAU
DEPARTMENT OF STATE
FEDERAL RESERVE BANK OF BOSTON
LIBERTY MUTUAL
MASSACHUSETTS AFL-CIO
PAUL JEWELRY MANUFACTURING COMPANY
PEARSE STREET CONSULTING
PROCTOR & GAMBLE
SALEM FIVE INSURANCE AGENCY
THE MASSACHUSETTS IMMIGRANT AND REFUGEE
UNITED NATIONS