



SALEM STATE UNIVERSITY
CAREER SERVICES

HISTORY

MAJOR CAREER GUIDE

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ACADEMIC INFORMATION

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

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

WHAT CAN I DO WITH MY MAJOR?

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

[American Historical Association](#)

[Organization of American Historians](#)

[National Council for History Education](#)

[American Association for State and Local History](#)

[American Alliance of Museums](#)

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

Another way to gain access and information to your industry of choice is by job shadowing. Job shadowing is an opportunity to follow a professional in your field for an agreed upon amount of time. 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 a “day in the life” of a professional.

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/>

SAMPLE RESUME

Arthur History

50 Pond Street, Salem, MA 01970 | 978-555-5555 | arthistory@gmail.com

EDUCATION

Salem State University, Salem, MA

Bachelor of Arts, History

May 20XX

Concentration: Applied History, Public History

Minor: Art History

GPA: 3.7

Relevant Coursework: Museum Education, Windows into the Past; Oral History, Manuscripts and Archives; an Introduction, Architectural History of America, American Material Culture, Topics in Public History, Art of the Modern World, Renaissance, Baroque & Rococo Art

RELEVANT EXPERIENCE

PEABODY ESSEX MUSEUM, Peabody, MA

Documentation Specialist

20XX – Present

- Keep records for hundreds of objects in the Korean Art Collection
- Take and edit digital photographs of archaeological objects, ancient ceramics and photography
- Assist the Manager with collections based gallery installations
- Support the scheduling and design process of art collections and other special projects

NEVIN'S MEMORIAL LIBRARY, Methuen, MA

Education Intern

20XX – 20XX

- Supported the Programs Team in implementation of the following programs: Opening Our Doors (Columbus Day); American History, and Art and Science programs
- Presented guided tours of rotating exhibits to K-12 children
- Created materials for marketing the educational programs

WORK EXPERIENCE

RED'S RESTAURANT, Salem, MA

Waiter

20XX – 20XX

- Provided efficient service to customers
- Worked effectively as a member of a team in a busy, fast paced environment

SKILLS

Computers: Power Point, Microsoft Word, Outlook, Excel, Photoshop

Language: Spanish, English

INVOLVEMENT

Historical Association, Salem State University, Salem, MA

20XX – 20XX

Treasurer

Multicultural Student Organization, Salem State University, Salem, MA

20XX – 20XX

Member

SAMPLE COVER LETTER

Arthur History

50 Pond Street, Salem, MA 01970 | 978-555-5555 | arthistory@gmail.com

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

Jane Smith
Museum of Fine Arts
57 Highland Ave
Boston, MA 01970

Dear Ms. Smith:

I am applying for the position of Department Coordinator recently advertised on your web site. As my resume indicates, I am presently employed as a Documentation Specialist at Peabody Essex Museum and I have completed my Bachelor of Arts in History from Salem State University and believe that my skills and experiences make me a qualified candidate for the Department Coordinator position.

Your advertisement specified a need for someone with experience handling art and managing proper documentation. For the past year, my work as a Documentation Specialist has provided me the opportunity to build extensive record keeping skills and the knowledge of appropriate art handling. As a result of my work as an Education Intern, I have developed the leadership skills and detail-oriented nature needed to succeed in this type of role. My strong organizational and oral communication skills will be a benefit while working in the Department Coordinator position at the Museum of Fine Arts.

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

Sincerely,

Arthur History

Enc: Resume

SAMPLE COMPANIES

BOSNIAN COMMUNITY CENTER FOR RESOURCE DEVELOPMENT
BOSTON PUBLIC SCHOOLS
COMMONWEALTH OF MASSACHUSETTS, ESSEX DISTRICT ATTORNEY'S OFFICE
CULTURAL SURVIVAL
HANCOCK SHAKER VILLAGE
HAVERHILL PUBLIC LIBRARY
HISTORIC NEW ENGLAND
HISTORIC TOURS OF AMERICA
INSTITUTE OF CONTEMPORARY ART BOSTON
MASSACHUSETTS WOMEN'S POLITICAL CAUCUS
MUSEUM OF FINE ARTS
NEW ENGLAND PUBLIC POLICY CENTER
PEABODY HISTORICAL SOCIETY & MUSEUM
PEOBODY INSTITUTE LIBRARY
PHOENIX CHARTER ACADEMY
SALEM ATHENAEUM
SALEM PUBLIC SCHOOLS
SARGENT HOUSE MUSEUM
TEACH FOR AMERICA
THE HOLOCAUST CENTER BOSTON
THE HOUSE OF SEVEN GABLES
UNIVERSITY LIBRARIES
US NATIONAL ARCHIVES AND RECORDS ADMINSTATION