



SALEM STATE UNIVERSITY
CAREER SERVICES

MATHEMATICS

MAJOR CAREER GUIDE

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ACADEMIC INFORMATION

Follow this link to the Salem State University Mathematics 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/math>

WHAT CAN I DO WITH MY MAJOR?

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

[Society for Industrial and Applied Mathematics](#)

[American Mathematics Society](#)

[National Council of Teachers of Mathematics](#)

[Mathematical Association of America](#)

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/>

ADDITIONAL RESOURCES

Information on Actuary Exams and Licensure

[Society of Actuaries](#)

SAMPLE RESUME

Natalie Numbers

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

EDUCATION

Salem State University, Salem, MA

Bachelor of Science, Mathematics

May 20XX

Minor: Computer Science

GPA: 3.7

RELEVANT COURSEWORK

Mathematics: Quantitative Methods for Business and Finance, Probability and Mathematical Statistics, Ordinary and Differential Equations, Business Calculus

Computer Science: Problem Solving with Algorithms, Web Systems, Information Security

RELATED EXPERIENCE

RAYTHEON, Andover, MA

Tech Student

20XX – Present

- Support the Engineer staff with the development of defense systems
- Complete data analysis
- Document and present results regularly using Excel

WORK EXPERIENCE

RED'S RESTAURANT, Salem, MA

Waitress

20XX – 20XX

- Provided efficient service to customers
- Answered questions and resolved concerns
- Worked effectively as a member of a team in a busy, fast paced environment

SKILLS

Computer: IBM, Excel, Access, Power Point, Microsoft Word, JAVA, Windows

Language: Spanish and English

INVOLVEMENT

MASSPirg, Salem State University, Salem, MA

20XX – 20XX

Executive Board Member

VOLUNTEER EXPERIENCE

Museum of Science, Boston, MA

20XX – 20XX

STEM Youth Education Volunteer

SAMPLE COVER LETTER

Natalie Numbers

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

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

John Smith
Homeland Protection Systems
57 Highland Ave
Boston, MA 01970

Dear Mr. Smith:

I am applying for the position of Assistant Staff Engineering Analyst recently advertised on your web site. As my resume indicates, I am presently employed as a Tech Student at Raytheon. I have completed my Bachelor of Science in Mathematics from Salem State University and believe that my skills and experiences make me a qualified candidate for the Assistant Staff Engineering Analyst position.

Your advertisement specified a need for someone with experience working with data analysis and algorithm development. For the past two years, my work as a Tech Student has developed my data analysis skills. As a result of my work as a tech student, I have developed a level of problem solving needed to succeed in this type of role. My strong organizational and communication skills will be a benefit while working in the Assistant Staff Engineering Analyst position at the Homeland Protection Systems.

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

Sincerely,

Natalie Numbers

Enc: Resume

SAMPLE COMPANIES

FEDERAL DEPOSIT INSURANCE CORPORATION

LIBERTY MUTUAL INSURANCE

MAPFRE INSURANCE

MARSH AND MCLENNAN COMPANIES

MASSACHUSETTS GENERAL HOSPITAL

MATHWORKS

MIT LINCOLN LABORATORY

PRUDENTIAL FINANCIAL INCORPORATED

RAYTHEON

UNITED STATES DEPARTMENT OF LABOR