



**SALEM STATE UNIVERSITY
CAREER SERVICES**

**POLITICAL
SCIENCE**

MAJOR CAREER GUIDE

TABLE OF CONTENTS

ACADEMIC INFORMATION	3
WHAT CAN I DO WITH MY MAJOR?	3
PROFESSIONAL ASSOCIATIONS	3
INFORMATIONAL INTERVIEWING	3
JOB SHADOWING	3
VOLUNTEERING	3
ADDITIONAL RESOURCES	3
SAMPLE RESUME	4
SAMPLE COVER LETTER	5
SAMPLE COMPANY LIST	6

ACADEMIC INFORMATION

Follow this link to the Salem State University Political Science 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/political-science>

WHAT CAN I DO WITH MY MAJOR?

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

[American Political Science Association](#)

[International Association for Political Science Students](#)

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

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.nsw.org/>

ADDITIONAL RESOURCES

LSAT Information

- <http://www.lsac.org/jd/lsat/test-dates-deadlines>

Paralegal Information

- <http://massparalegal.org/>

The Washington Center

- <http://www.twc.edu/>

SAMPLE RESUME

Laura Legal

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

EDUCATION

Salem State University, Salem, MA

Bachelor of Science, Political Science

May 20XX

Concentration: American Government, Law and Policy

GPA: 3.5

Relevant Coursework: The American Judicial System, Political Communication, Issues in American Policy and Policy, Gender, Law and Policy, Race and American Politics, American State and Local Government, Civil Liberties and Civil Rights

RELEVANT EXPERIENCE

ALLIANCE FOR JUSTICE, Boston, MA

Intern

20XX – Present

- Assist in the coordination, advertising, and staffing of outreach events
- Help maintain AFJ's student and activist contact lists and social media networks
- Draft advocacy and organizing materials
- Provide support to Outreach staff in the form of administrative and research tasks as needed
- Attend coalition meetings, Congressional hearings, issue briefings and conference calls

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

Computers: Power Point, Microsoft Word, HTML, Outlook

Language: Spanish, English

INVOLVEMENT

Political Science Academy, Salem State University, Salem, MA

20XX-Present

Secretary

COMMUNITY SERVICE

Rock the Vote, Boston, MA

20XX – 20XX

Outreach Volunteer

SAMPLE COVER LETTER

Laura Legal

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

March 5, 20XX

John Smith
McLaughlin Law LLC
57 Highland Ave
Salem, MA 01970

Dear Mr. Smith:

I am applying for the position of Legal Assistant recently advertised on your web site. As my resume indicates, I am presently employed as an Intern at Alliance for Justice. I have completed my Bachelor of Science in Political Science from Salem State University and believe that my skills and experiences make me a qualified candidate for the Legal Assistant position.

Your advertisement specified a need for someone with experience assisting with court appearances and legal documentation. For the past year, my work as an Intern has provided me the opportunity to attend congressional hearings and document advocacy and legal materials. As a result of my work as an intern, I have developed a level of patience needed to succeed in this type of role. My strong organizational and written communication skills will be a benefit while working in the Legal Assistant position at McLaughlin Law LLC.

The unique way in which this firm handles the needs of its clients is what truly draws me. As someone who has commuted back and forth from Salem to Boston, I can truly appreciate the firm's willingness to travel in order to meet customer needs. As a Legal Assistant within McLaughlin Law, I would be able to use my past experience in customer service to continue to provide this sort of exceptional care. I appreciate your time and look forward to talking with you further about the position of Legal Assistant. I welcome the opportunity to further discuss my qualifications and thank you for your consideration.

Sincerely,

Laura Legal

SAMPLE COMPANIES

AMERICAN CIVIL LIBERTIES UNION

BOSTON REDEVELOPMENT AUTHORITY

BRIGHAM AND WOMEN'S HOSPITAL

COMMONWEALTH OF MASSACHUSETTS

DEPARTMENT OF VETERAN AFFAIRS

NAACP LEGAL DEFENSE FUND

NBCUNIVERSAL

NORTHEASTERN CENTER FOR HEALTH POLICY AND LAW

PUBLIC CONSULTING GROUP INC

SALEM DISTRICT COURT

SALEM PUBLIC SCHOOLS

STATE STREET