



SALEM STATE UNIVERSITY
CAREER SERVICES

SOCIOLOGY

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 Sociology 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/sociology>

WHAT CAN I DO WITH MY MAJOR?

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

[American Sociological Association](#)

[International Sociological Association](#)

[Society for the Study of Social Problems](#)

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

LSAT Information:

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

SAMPLE RESUME

Peter Persons

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

EDUCATION

Salem State University, Salem, MA

Bachelor of Arts, Sociology

May 20XX

Concentration: Social Inequality

GPA: 3.7

Relevant Coursework: Sociological Theory, Women, Globalization and Development, Urban Sociology, Social Inequality: Race, Class and Gender, Hispanic Groups in the U.S

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

SOUTH BAY COMMUNITY SERVICES, Salem, MA

Mentor

20XX – 20XX

- Worked collaboratively and independently to develop treatment goals for clients
- Assisted in the facilitation of new hire trainings and staff diversity and inclusion trainings
- Taught communication techniques and transition-to-adulthood skills to clients

ADDITIONAL EXPERIENCE

RED'S RESTAURANT, Salem, MA

Waitress

20XX – 20XX

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

SKILLS

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

Language: Spanish, English

INVOLVEMENT

Latin American Student Association, Salem State University, Salem, MA

20XX - Present

Secretary

Community Service Group

20XX – Present

Member

SAMPLE COVER LETTER

Peter Persons

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

January 10, 20XX

Jose Smith
Teach for America
57 Highland Ave
Boston, MA 01970

Dear Mr. Smith:

I am applying for the position of Assistant Manager of Staff Diversity, Equity, and Inclusiveness Operations 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 Arts in Sociology from Salem State University and believe that my skills and experiences make me a qualified candidate for the Assistant Manager position.

Your advertisement specified a need for someone with experience advocating for and supporting diversity initiatives. For the past year, my work as an Intern has provided me the opportunity to support research efforts and document advocacy and legal materials. As a result of my work as a mentor at South Bay Community Services, I have developed the leadership skills needed to succeed in this type of role. My strong organizational and written communication skills will be a benefit while working in the Assistant Manager position of the Staff Diversity, Equity, and Inclusiveness Operations at Teach for America.

Teach for America is a valuable organization that allows teachers to gain experience working with underprivileged students while also helping to make in a difference. As Assistant Manager of Staff Diversity I could use my previous experience working with diverse populations to continue on your mission of fighting injustice in our education system and creating equal opportunities for everyone. I appreciate your time and look forward to talking with you further about the position of Assistant Manager. Thank you for your consideration.

Sincerely,

Peter Persons

SAMPLE COMPANIES

AMERICAN CIVIL LIBERTIES UNION
BLUEPRINT SCHOOLS NETWORK
BOSTON PUBLIC SCHOOLS
BRIGHAM AND WOMEN'S HOSPITAL
BUREAU OF JUSTICE STATISTICS
CITY OF WORCESTER
COMMONWEALTH OF MASSACHUSETTS
COMMUNITY CATALYST
CORPORATE ACCOUNTABILITY INTERNATIONAL
DEPARTMENT OF VETERAN AFFAIRS
EMMAUS INC
FBI
LYNN COMMUNITY HEALTH CENTER
MASSACHUSETTS DEPARTMENT OF YOUTH SERVICES
MASSVOTE
MIDDLESEX COUNTY JAIL
NAACP LEGAL DEFENSE FUND

NATIONAL CENTER FOR EDUCATION STATISTICS
NATIONAL PARK SERVICE
NORTH SHORE ELDER SERVICES
NORTHEASTERN CENTER FOR HEALTH POLICY AND
LAWNUESTRAS RAICES
SALEM DISTRICT COURT
SALEM POLICE DEPARTMENT
SALEM PUBLIC SCHOOLS
SUFFOLK COUNTY JAIL
TEACH FOR AMERICA
THE NEIGHBORHOOD DEVELOPERS
U.S CENSUS BUREAU
UNITED TEEN EQUALITY CENTER
UPWARD BOUND
US ARMY
VINFEN
YMCA BOSTON
YOU INC