

Your history degree is an extremely versatile platform, from which you're prepared to pursue a wide array of career opportunities. Be it business, communications, teaching, graduate school, or another target in mind, your abilities to research and present information are valuable in any work environment. This document provides career-search information for History majors and includes strategies for building your resume, executing your job search, and preparing for an interview. Pairing this advice with your hard work will often pay appreciable returns in your quest for employment.

Building your resume:

- Your resume, like many research papers, is an argument or assertion. It is your claim that you are capable of this opportunity. Accordingly, tailor your resume for each job you seek, making sure it illustrates that you are a qualified candidate by using strong, supporting details, which are all truthful.
- Consider your audience: often they know little about history degrees and the skills they provide, mistakenly leading them to think that you have nothing to offer. With this in mind, you may want to list your degree simply as a BA rather than a BA in History. This tactic can prevent doors from closing before you are fully evaluated by an employer.
- While a student, take the opportunity to work in career areas that interest you. And if you cannot find a paid position, volunteer. This demonstrates ambition, while building relevant experience and can open many channels for networking.
- Take elective courses that help you prepare for your professional career. Business, Communications, Technology and Science courses are all excellent options.
- Seek examples of resumes from people in positions where you'd like to be. Study them and learn from them.

Executing your job search:

- If you don't apply, you'll never land the job.
- Often, whom you know is just as important as what you know. Feel comfortable seeking opportunities through people you know. They can be valuable sources for information or helping you get your foot in the door.
- Employers pay professional recruiters, also known as headhunters, to help them find talent. When searching, contact recruitment firms because they are an incredible resource. Ask them to critique your resume, and follow up

with them twice each week for leads. This allows you to stay fresh on their mind and also demonstrates your commitment. Their services should be free. Choose two or three who specialize in an industry that interests you.

- Applying online is very common, and sometimes it will be your only avenue. If, however, you can gain a contact inside an organization, attempt to apply through them. Ask if they will forward your resume and cover letter to the appropriate hiring manager.

Preparing for an interview:

- Research the company before the interview. Know who their parent company is, who their competitors are, and learn as much about their industry as you can.
- Dress well, with clean, pressed clothing. Bring a copy of your resume and cover letter. This will be your first impression.
- Arrive well rested, and be prepared to answer a wide range of questions.
- Answer questions truthfully.
- Know that it is normal to become nervous. Whoever interviews you will know this, too. Relax and focus on them.
- Be prepared to ask three, well-planned questions at the end of your interview. This cements your interest.