

# FRENCH

- \*WHAT CAN I DO WITH MY FRENCH MAJOR?
- \*WHAT CAN I DO TO MAKE MYSELF MORE MARKETABLE?
- \*WHERE CAN I FIND CAREER INFORMATION?

• CAREER PLANNING • SUNY POTSDAM • 206 SISSON

Web Site: [www.potsdam.edu/offices/career](http://www.potsdam.edu/offices/career)

TEL: 315-267-2344

## ***WHAT FRENCH MAJORS DO TODAY:***

1. Teach French language, history and culture.
2. Conduct relations with foreign governments and international organizations.
3. Purchase goods from foreign manufacturers.
4. Translate documents, books, speech, and other written material from one language into another.

## ***EXAMPLES OF FIELDS OF EMPLOYMENT FOR FRENCH MAJORS:***

1. Government
2. Academia
3. Business firms and Business organizations
4. Media
5. Nonprofit Organizations
6. Embassy
7. Hospital (administrators) and Health

## ***SAMPLE JOB TITLES OF SUNY POTSDAM FRENCH ALUMNI:***

- |                                    |                     |
|------------------------------------|---------------------|
| * Community and Family Advocate    | * Realtor           |
| * Teacher                          | * Professor of ESOL |
| * Program Analyst                  | * Lawyer            |
| * International Marketing Director | * Freelance Writer  |
| * Customs Officer                  | * Flight Attendant  |

## ***SAMPLE JOB DESCRIPTIONS:***

1. International Trade Specialist: studies domestic and foreign markets to find products to import. Checks U.S. laws and regulations, quotas, tariffs and obtains export license.
2. Foreign Service Officer: conducts negotiations and agreements with foreign countries for the establishment of political, military or business arrangements. Helps establish business opportunities for the U.S. and arranges cultural programs.
3. Intelligence Specialist: studies and interprets reports and photographs produced by spy agents, satellites and sensing equipment. Assesses the motivations, movements, strength of potential hostile forces and estimates the probability of conflict.
4. Travel Writer: writes articles that describe itineraries for visits to exotic, culturally historic or adventurous sites. Evaluates hotels, restaurants, shopping alternatives, travel conditions, experiences, comfort, etc.



### ***ENHANCING EMPLOYABILITY:***

1. Get involved in the career development process early, freshman year.
2. Select minors/elective courses that will demonstrate interest/applicability to your career objective.
3. Get career related experience: internships, summer and/or part-time employment, volunteer. Join a career related association or organization.
4. Develop the following job search and self-marketing skills: resume and cover letter writing, portfolio development, researching employers, interviewing, networking, and employment searching.
5. Skills to develop: fluent speaking, reading, writing, analyzing, teamwork, interpreting, cultural flexibility and adaptability

### ***SAMPLE INTERNSHIP EXPERIENCES:***

- \* The Canadian Embassy
  - Represents Canadian government to U.S. government and protects, advances, and defends Canadian interests in the U.S.
  - Interns will assist program officers with research, reports and making reports to the public.
- \* The International Center
  - Conducts research, hosts foreign visitors, and publishes briefing books about the impact of U.S. foreign policy aboard.
  - Interns will conduct research, write project proposals, maintain databases, assist with conference and trip organizing, host foreign visitors, conduct translations, answer phone and mail inquiries, and provide administrative support.

### ***PREPARING FOR THE JOB SEARCH MARKET***

- \* Write an employer targeted resume and cover letter
- \* Learn job search strategies
- \* Borrow resources from the SUNY Potsdam's Career Planning Library
- \* Develop networking cards
- \* Network w/employers at Career/Job Fairs
- \* Prepare for an interview
- \* Design a portfolio and self-marketing brochure
- \* Visit SUNY Potsdam's Career Planning Web Site at: [www.potsdam.edu/offices/career](http://www.potsdam.edu/offices/career)
- \* Seek advice from faculty

### ***SOME EMPLOYERS OF SUNY POTSDAM FRENCH ALUMNI:***

- \* Highbridge Family Education Program
- \* Time Warner Communications
- \* U.S. Air Force
- \* U.S. Customs Service
- \* Eastern Michigan University
- \* Buyer's Choice Realtors, Inc.
- \* Springfield College
- \* Language Institute-France
- \* Continental Airlines
- \* Saugerties Central Schools

### ***WHERE TO GET INFORMATION AND ASSISTANCE:***

#### **1. FRENCH DEPT., SUNY Potsdam, 217 Carson Hall**

- \* Talk with faculty
- \* Talk with students
- \* Talk with Alumni

#### **2. CAREER PLANNING OFFICE, SUNY Potsdam, 206 Sisson Hall**

- \* Individual career assistance
- \* Workshops/seminars
- \* Employer literature
- \* Career assessment programs
- \* Career & Job Fairs
- \* Networking assistance
- \* Alumni Mentor
- \* Job vacancies posted
- \* Summer jobs
- \* Reference file
- \* Career Planning Web Site
- \* Career Library
- \* A Major Affair
- \* Free Handouts Available

***WHAT IF I WANT TO GO TO GRADUATE SCHOOL?***

**RESOURCES AVAILABLE AT THE CAREER PLANNING OFFICE**

- \* Attend On-Campus Graduate School Fair
- \* Graduate school handout
- \* GRE, GMAT, MCAT, LSAT and MAT forms and bulletins (GRE computerized tests and graduate study books)
- \* Graduate books - listings of schools and programs
- \* Financial aid information about graduate school
- \* Peterson's Graduate Programs (G7F,G,H,I,J,K)
- \* Web Site: [www.potsdam.edu/offices/career/graduate](http://www.potsdam.edu/offices/career/graduate)

***RESOURCES FOR FINDING EMPLOYERS & CAREER INFORMATION:***

**RESOURCES AVAILABLE AT THE CAREER PLANNING OFFICE (call #):**

- \* Career Guide Opportunity Directory (R8GG)
- \* Dun's Regional Directories (R8I, R8J, R8K)
- \* Job Hunter's Sourcebook (R26D)
- \* Summer Jobs in the US (S2A)
- \* Directory of American Firms Operating in Foreign Countries (R25B, R25C, R25D)
- \* Jobs Worldwide (R25G)
- \* Career Opportunities for Bilinguals and Multilinguals (R25H)
- \* International Jobs (C25B)
- \* Foreign Language and Careers (C25E)
- \* Career Opportunities in the Travel Industry (C20E)
- \* Looking for Employment in Foreign Countries (C25C)
- \* Careers in International Affairs (C25F)
- \* International Business (C25G)
- \* Careers in International Business (C25G)
- \* Careers in Foreign Languages (C25J)
- \* Career Planning Job Search Internet Links: [www.potsdam.edu/offices/jobsearch/index.cfm](http://www.potsdam.edu/offices/jobsearch/index.cfm)
- \* Additional material found by using Career Planning Library Bibliography

***OTHER SOURCES OF INFORMATION:***

\*National Association of Bilingual Educators  
1201 16th St. NW, Room 408  
Washington, DC 20036  
(202) 898-1829  
[www.nabe.org](http://www.nabe.org)

\*American Translators Association  
109 Croton Ave.  
Ossining, NY 10562  
(914) 941-1500  
[www.atanet.org](http://www.atanet.org)

\*Foreign Service Management  
PO Box 9317, Rosslyn Station  
Arlington, VA 2209-0317  
(222) 876-0977  
[www.careers.state.gov/offices/manage/html](http://www.careers.state.gov/offices/manage/html)

\*Society of American Travel Writers  
1155 Connecticut Avenue, Suite 500  
Officer Recruitment Branch  
Washington, DC 20036  
(919) 787-5181  
[www.satw.org](http://www.satw.org)

