

What You Can Do With A Major In... Gov't & International Affairs

Provided by the USF St. Petersburg Career Center, Terrace 200, 727-873-4129, www.stpt.usf.edu/career

TRAVELLE ABOARD
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Current Address

3542 Paris Lane
Largo, FL 33705
727-555-2233

Permanent Address

321 Avenue B
Montgomery, AL 36108
334-555-9536

OBJECTIVE (optional) To obtain a position as an international relations specialist

EDUCATION **Bachelor of Arts**, December 20XX
University of South Florida St. Petersburg
Major: Government & International Affairs

COMPUTER SKILLS WordPerfect, Microsoft Office, Windows 98, 2000

EXPERIENCE **Intern**, May 20XX- August 20XX
Office of the Assistant Secretary for International Affairs (OASIA), Washington, DC
Worked closely with OASIA representative to monitor international exchange markets
Maintained contact on a daily basis with international financiers
Entered financial data into the computer and generated reports
Answered questions regarding data international money markets

Intern, May 20XX – August 20XX
French Film Production Corporation, Paris, France
Interpreted for negotiations over film co-productions
Translated agreements, film scripts, scenarios and foreign correspondence

ACTIVITIES Omicron Delta Kappa
Student Government Association

The study of government focuses on its structure and function, and the necessity for human social order. Political science study attempts to provide the student with a better understanding of political parties, interest groups, international relationships, public law, public administration, liberty, freedom, justice and power.

The Government & International Affairs Program at the University of South Florida St. Petersburg is a unit of the College of Arts and Sciences. The program contains more than 200 undergraduate students. Students in the program are drawn from all over the world and are taught by a faculty with a rich and diverse national and international background. Committed to the liberal arts tradition of intellectual curiosity and diversity, the GIA Department offers students a rigorous program of study that prepares them for successful careers in a rapidly globalizing world. Students in the program examine basic questions of political science, including how nations struggle over power and wealth, how political communities reconcile claims of liberty, authority, and justice, and how governments and societies produce the policies that influence our lives.

Students choose courses from the major subfields of American government, international relations, comparative politics, and political theory. Students develop critical analytical skills that allow them to understand and explain political problems and issues at the local, state, national and international levels. The program is unique in its focus on human rights and civil rights across the curriculum, as well as its commitment to civic engagement and experiential learning. Meeting the degree requirements in political science will prepare students for positions in public service and the private sector, for law school, and for graduate work in political science, international relations, public administration, and related disciplines.

Skills/Abilities:

Ability to adjust to new environments	Explain concepts
Ability to learn detailed information	Foreign language competency
Ability to overcome barriers	Good listening and clarifying skills
Adaptability	Independence
Analyze communication situations	Oral/written communication
Analyze community needs	Organize/classify
Appreciation for diverse cultures	Problem solve
Command of grammar and vocabulary	Review/evaluate
Critique/organize principles	Risk-taking aptitude
Decision making	Sensitive to people of other cultures
Diagnose	Summarize
Competitive drive	Poise
Desire to render public service	Promotional writing
Editing	Public speaking
Expressing self	Reading flexibility
Patience	Summarizing
Perseverance	Tact
	Tendency to be ambitious and outgoing

Typical Work Activities:

Analyze/compare cultures	Inform	Select/train
Explain	Lead discussion	Solve problems
Organize people & ideas	Guide	Summarize
Help people	Present results	Teach
Compose	Lead discussions	Writing
Edit	Illustrate	Research
Solve problems	Guide	Teach/Explain
Manage		

Occupational Opportunities:

Community org. worker	Community relations	Customs manager
Congress/legislative aide	Customs inspector	Diplomatic aide
Diplomatic officer	ESL teacher	FBI/CIA agent
Flight attendant	Foreign correspondent	Foreign diplomat
Foreign information officer	Foreign student advisor	Foreign export
Foreign service officer	Immigration inspector	Intelligence specialist
Foreign news correspondent	Int'l conference planner	Missionary
International consultant	Int'l Account manager	Peace Corps
International broadcaster	Int'l-relations specialist	Tour guide
National security agent	News writer	Travel agent
Announcer	Lawyer	Labor unions
Anthropologist	Lobbyist	Businesses
Campaign worker	Judge	Research assistant
City manager	Educator	Politician
Diplomat	Editor	Political consultant
Foreign service officer	Urban planner	FBI/CIA Agent
Political scientist	School administrator	Government worker
Hospital administrator	Public health official	Chamber of Commerce manager

Possible Employment Settings:

Advertising departments and agencies	Air, bus, and rail lines
Banking and finance	Business and industry
Central Intelligence Agency	Chambers of Commerce
Civil Service Commission	Commerce Department
Department of State	Department of Defense
Education	Federal Trade Commission
Federal Communications Commission	Foreign Service Department
Hotel chains	Immigration and Naturalization
Import/export companies	Investment firms
Library of Congress	Media
National Archives	News bureaus
Public service organizations	Public relations firms
United Nations	U.S. Information Agency
Visitors and convention bureaus	

Web Sites:

Occupational Outlook Handbook (OHH)
O*NET Dictionary of Occupational Titles

American Council on the Teaching of Foreign Language
Export/Import Bank of the U.S.
National Council of Teachers of English
Office of Trade and Economic Analysis
World Trade Organization
American Academy of Political and Social Sciences
American Political Science Assn.
International Studies Association

Visit USFSP College of Arts and Sciences
Visit USFSP Career Center

www.bls.gov/oco

[www.//online.onetcenter.org/](http://www.online.onetcenter.org/)
www.actfl.org
www.exim.gov
www.nctr.org
www.ita.doc.gov/tradestats/
www.wto.org/wto/
www.asc.upenn.edu/aaps
www.apsanet.org
www.isanet.org

www.stpt.usf.edu/coas/index.htm
<http://www.stpt.usf.edu/career/>

COVER LETTER

A cover letter serves as an introduction; it gives you the opportunity to discuss your interest and qualifications for the position you are seeking.

Things to consider when creating your Cover Letter...

- ✓ Include with your resume, print on the same resume paper used for your resume
- ✓ Keep it concise
- ✓ Tailor to each employer, research the position in relation to how you may benefit the company in that
- ✓ Be specific and personal

Cover Letter Format

Your Name *(This section may match the heading on your resume)*
Address
City, State, Zip

Date

Employer Contact Name
Title
Organization
Address
City, State, Zip

Dear (Mr., Ms., Dr., Contact's Last Name):

Paragraph 1: State why you are writing and your interest in the position. If you are writing to apply for a certain position, state the title. Be sure to explain where you heard of this person, organization, or opening. When writing to inquire about possible openings, state the specific area you are interested in. Be enthusiastic here so they read on!

Paragraph 2 & 3: State the specific qualifications that make you a strong candidate for this opportunity. This is where you sell yourself. Relate your skills to the job description and responsibilities as well as the company's values and purpose (but NEVER lie about this information). Show that you have an interest in this particular job or organization rather than just a general interest in having any job. Remember that the employer is interested in how you can fill his or her needs, not just how the job will fill your needs. This information may be divided into 2 paragraphs to further relate specific qualifications you have or things you have done that are directly related to the requirements of this position.

Paragraph 3: State what next steps you will take. Express your desire for an interview and specify how and when you are going to contact the person to set one up. Provide your phone number for contact. Always thank the person and express your appreciation for their time.

Sincerely,

(Your signature)

Your Name Typed *(as it is on your resume)*