

# Careers in Languages: "Living the Lingo!"



March 1, 2006  
5:00 – 7:00 p.m.

UTM Student Centre Boardroom



## Panelists:

- **Sonia Ricci** : Extended French Teacher and Moderns  
Department Head, Cardinal Leger S.S.
- **Mireille Troung** : Instructor of French at the Canada School of Public  
Services in Toronto
- **Emmanuel Nikiema** : Associate Professor of French & Linguistics,  
Faculty Advisor for the Linguistics Program, Chair  
of Graduate Admissions, Dept. of French, U of T
- **Gina Coon** : Recruitment Officer, RBC Financial
- **Asma Teebi** : Student and French Monitor, UTM

Sponsored by the **UTM Career Centre**  
Room SE3094. Tel. 905-828-5451  
Package prepared by **Alycia Rodrigues**  
Panel moderated by **Alycia Rodrigues**  
Thanks to "Le Cercle Français" for advertising

**\*Please Note:** The following package is condensed from various resources listed throughout. It should not be considered comprehensive or exhaustive.

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# Living the Lingo!

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Choosing a career path can be a challenging decision, and for students of languages, there is an extra element of choice - how do languages fit into their careers?



Like all other students, language students need to assess their interests, skills, values and personality, as well as how much they want to incorporate languages into their career. Fortunately, a background in languages is highly valued by employers. In addition, it is an asset which creates greater options for the student.

# An Overview of Skills

Potential employers see language graduates as skilled communicators who are interested in other cultures. Foreign languages are not simply codes for English – there are numerous expressions, proverbs, idioms and jokes in other languages that cannot be simply translated into English. Studying different languages permits students to understand and appreciate texts in their original scripts, understanding both words and cultural meanings. These language skills can open up doors, allowing you to communicate with more people and different cultures. Furthermore, graduates of language studies are viewed as flexible, open to change and tolerant of diversity. Through these qualities, employers can make assumptions about you as a potential employee. Moreover, these are skills that are an asset in ANY career field.<sup>1</sup>

The following are examples of some skills developed through studies in languages<sup>2</sup>, and below is an example of how you may have achieved these skills:

Speak, read and write in another language  
Communicating between cultures  
Understanding historical languages  
Comparing Translation and Interpretations  
Analysis/Reading critically

Reading for content and structure  
Organizing materials/information  
Summarizing ideas  
Understanding cultural diversity  
Clarifying ideas

Ex. **Analysis** – developed through studies in literature: breaking down meaning and interpreting; developed through studies in linguistics: learning to recognize language patterns and identifying their significance

*e.g. close readings of literary works*

*e.g. breaking down language in terms of phonology, morphology, semantics and syntax.*

\*~Language is a SKILL itself!!~\*





<sup>1</sup> Section adapted from: DeGalan, Julie and Stephen Lambert. *Great Jobs for Foreign Language Majors*, 2<sup>nd</sup> ed. Chicago, Illinois: VGM Career Books, 2001, pp. 114-5. [Available in the Career Centre Resource Library]

<sup>2</sup> “Degree Related Tip Sheet: *What Can I Do With My Degree in French?*” UTSC Career Centre. [Available online: <http://www.utsc.utoronto.ca/%7Ecareer/degreetipsheets/French-03.pdf>]

# What are Possible Career Options?

Language can be applied as a ‘primary’ or ‘auxiliary’ skill in a career. If a foreign language functions as a primary skill in your job, you are using the language everyday; it would be impossible to do your job without foreign language knowledge. If your language skill use is auxiliary, your language skills are used alongside other skills, or your foreign language use on the job is intermittent.<sup>3</sup> Below are a few careers wherein language figures predominantly, followed by career areas in which language use is secondary.

## Careers where Language can be used as a *primary skill*:<sup>4</sup>

<p>Foreign Language Instructor</p> 	<ul style="list-style-type: none"> <li>• Teaches foreign languages (grammar, pronunciation, writing and culture) to students of various ages and in diverse settings</li> <li>• Duties beyond instruction may include attending staff meetings, lesson planning and curriculum development</li> </ul>
<p>Linguist</p> 	<ul style="list-style-type: none"> <li>• Studies and explores written and spoken language (language evolution, word combinations, the meaning sound and origin of words, and the sounds used in a language’s vocabulary)</li> <li>• The great majority of linguists work in educational fields – a Ph.D. is recommended for those wishing to teach in universities</li> </ul>
<p>Translator</p> 	<ul style="list-style-type: none"> <li>• Recreates <i>meaning</i> from one language to another (<u>written</u> documents: newspaper articles, letters, posters, legal documents, manuals and academic journals.)</li> <li>• Researches proper terminology, proofreads/edits other translators work</li> </ul>
<p>Interpreter</p> 	<ul style="list-style-type: none"> <li>• Facilitates understanding between individuals who do not <u>speak</u> the same language</li> <li>• Interprets simultaneously or consecutively</li> <li>• Some interpret using Sign Language as well</li> </ul>

<sup>3</sup> Ibid.

<sup>4</sup> NOC Binders, available in the Career Centre’s Resource Library

**Additional careers where language can be used as a *primary skill*:<sup>5</sup>**

Coordinator, Cultural Arts Centre	Immigration Officer
Customs Inspector	Language Professor
Editor/Publisher of Bilingual Publications	Project Manager, International Development
Foreign Service Officer	Teacher
Flight Attendant	Travel Agent / Tour Guide
Freelance Writer	

**Careers where Language can be used as an *auxiliary skill*:<sup>6</sup>**

Advertising Copywriter	Journalist
Anthropologist	Librarian
Community Worker	Linguist
Corporate Trainer	Market Analyst
Counsellor	Mediator
Customer Service Representative	Political Aide
Dispatcher	Sales Executive
Driving Instructor	Social Worker
Hotel Manager or Desk Clerk	Speech-Language Pathologist
Human Resources Manager	Stenographer
International Education Specialist	Telemarketer
Import/Export Specialist	Telephone Operator

**\$\$\$ ~ Salaries ~ \$\$\$<sup>7</sup>**

An advantageous bonus of second language use in your career area is *higher pay*. Naturally, the training and experience that an applicant ‘brings to the table’ is reflected in the additional compensation. Employees using a second language occupy key positions and they are harder to be replaced and thus, are very valuable! Furthermore, they are usually the last ones to be dismissed in the event of personnel reduction.

**Who Hires Language Grads?<sup>8</sup>**

Airlines / Airports	Non-governmental Organizations
Boards of Education	Publishers
Broadcasting Companies	Translation & Interpretation Services
Cultural Organizations	Travel Agencies / Tour Companies
Government Organizations	Universities and Colleges
Language Schools	

<sup>5</sup> “Degree Related Tip Sheet: *What Can I Do With My Degree in French?*” UTSC Career Centre. [Available online: <http://www.utsc.utoronto.ca/%7Ecareer/degreetipsheets/French-03.pdf>]

<sup>6</sup> For more information about these career areas, feel free to visit the Career Centre and view Career Profiles via *Career Cruising* [Available Online: [www.careercruising.com](http://www.careercruising.com)] and

<sup>7</sup> Adapted from: Rivers, Wilga. *Opportunities in Foreign Language Careers*. New York: McGraw-Hill, 2005, pg. 25-26.

<sup>8</sup> “Degree Related Tip Sheet: *What Can I Do With My Degree in French?*” UTSC Career Centre. [Available online: <http://www.utsc.utoronto.ca/%7Ecareer/degreetipsheets/French-03.pdf>]

# Educational Options

A **BA** in Languages at UTM may include a: <sup>9</sup>

- Specialist in Language and Literature
- Combined Language Specialist (ex. French and Italian)
- Major in Language and Literature
- Major in Language and Linguistics
- Major in Language Teaching and Learning
- Functional Minor
- Minor in Francophone/French Studies

Programs that would complement a language specialist, major or minor consist of:

- Anthropology (Cultural; Social; Linguistic)  
→ allows you to communicate with people of other cultures
- Historical Studies  
→ offers the privilege of being able to examine texts in their original language
- Commerce/Finance  
→ facilitates a career in International Business; International Affairs
- Political Science  
→ in a bilingual country, *like Canada*, increases the opportunity to work in government

**★ Remember, Language is an asset in any field!!!**

There are *many* options for **Further Education** in Language Studies: <sup>10</sup>

Area of Study	University/Program	Degree
German	• <i>Queen's University:</i> German Language and Literature	MA/PhD
	• <i>University of Toronto:</i> German Literature, Culture and Theory	MA/PhD
	• <i>University of Waterloo:</i> German	MA/PhD
Linguistics and Translation	• <i>Brock University:</i> Applied Linguistics	MA
	• <i>Carleton University:</i> Applied Language Study	MA

<sup>9</sup> Programs offered at UTM by the French, German and Italian Department via Academic Calendar [Available Online: [www.utm.utotonto.ca/regcal/](http://www.utm.utotonto.ca/regcal/)]

<sup>10</sup> "Graduate Programs in Ontario" [Available at: [www.utm.utoronto.ca/careers/gradschool\\_programs.html](http://www.utm.utoronto.ca/careers/gradschool_programs.html)]

Linguistics and Translation (continued)	<ul style="list-style-type: none"> <li>• <i>University of Ottawa:</i> Linguistics Translation Translation Studies</li> <li>• <i>University of Toronto:</i> Linguistics</li> <li>• <i>York University:</i> Theoretical and Applied Linguistics Translation</li> </ul>	MA/PhD MA PhD  MA/PhD  MA MA
Romance Languages	<ul style="list-style-type: none"> <li>• <i>Carleton University:</i> French</li> <li>• <i>McMaster University:</i> French</li> <li>• <i>Queen's University:</i> French Studies Spanish (Language and Literature)</li> <li>• <i>University of Ottawa :</i> Lettres Françaises Spanish</li> <li>• <i>University of Toronto:</i> French Languages and Literature Italian Studies Spanish</li> <li>• <i>University of Waterloo:</i> French</li> <li>• <i>University of Western Ontario :</i> French Hispanic Studies Spanish</li> <li>• <i>York University:</i> French Studies</li> </ul>	MA  MA  MA/PhD MA  MA/PhD MA/PhD MA/PhD  MA  MA/PhD PhD MA  MA
Education	<ul style="list-style-type: none"> <li>• <i>University of Toronto :</i> Second Language Education</li> <li>• <i>York University:</i> Education (Language and Learning)</li> </ul>	MA/MEd/EdD/PhD  MEd

Post Graduate Programs that would complement an Undergraduate Degree in Languages include: <sup>11</sup>

- Education → leading to careers in teaching, educational administration, counseling, educational assistant, etc.
- Information Studies → leading to careers in consulting, library instruction, etc. (language use here would most likely be intermittent)
- Law → allowing you to communicate with diverse people, increasing clientele
- MBA Programs
- Continuing Studies Programs that add specific career related skills or certification e.g. Human Resources

<sup>11</sup> For more information on these programs and others, visit the Career Centre. Our Resource Library contains many great relevant sources in our “Further Education” section.

# How to Get Experience

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Experience is of great significance when applying to post-graduate programs and while making the transition into the working world. Program supervisors and employers are looking for individuals with knowledge and skills about their field, both academic and practical. There are many summer programs, volunteer positions and various types of jobs out there. Thus, in order to prepare for your graduate studies and career, it is highly recommended that you take initiative and get involved!!

**- RIGHT HERE AT UTM -**

## **Credit Research Courses**

A great way to gain experience at UTM is through the **Research Opportunity Program (ROP)**. ROP provides an absolutely rewarding opportunity for students in their second year to work in the research project of a professor in return for a 299Y course credit. Through this program, students become involved in original research, learn research methods and share in the excitement and discovery of acquiring new knowledge. ROP courses are designated as FRE/GER/ITA/LIN299Y5.<sup>12</sup>

## **OSAP Work Study Positions**

The **OSAP Work Study Program** offers students who are eligible for OSAP an opportunity to work on campus during the academic year and gain academic and career related experience. These positions are posted through the Career Centre at the beginning of September and can be viewed until the end of October.<sup>13</sup> Past relevant positions are:

Job Order Number:	2006.WC.0365
Position Title:	Language Files
Organization:	Department of Linguistics

Job Order Number:	2006.WC.0992
Position Title:	Writing a Language Text Book Assistant
Organization:	UTM – Dept. of French, German & Italian

Job Order Number:	2004WC.0355
Position Title:	Research Assistant
Organization:	Dept. of French & Spanish

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<sup>12</sup> More information is available online: <[www.utm.utoronto.ca/research/rop/](http://www.utm.utoronto.ca/research/rop/)>

<sup>13</sup> For further details, visit: <[http://www.utm.utoronto.ca/careers/work\\_study.html](http://www.utm.utoronto.ca/careers/work_study.html)>

## Campus Clubs

An excellent way to gain experience is to join clubs around campus. Here, students can develop their leadership, communication, team work, organizational and time management skills – transferable skills which will certainly prove valuable in the work force. In addition, clubs like *Le Cercle Français*, the *German Club* and the *Italian Club of Erindale* can offer great opportunities to get involved, experience culture and practice language skills!!

## - OFF-CAMPUS OPPORTUNITIES -

### Summer Bursary Programs

A terrific way to practice and develop your language skills is by participating in language bursary programs. Such programs offer the opportunity to increase your knowledge and comfort with a second language through immersion and thus render indispensable experience! A suggested program (for French) is a Summer Language Bursary Program called *Explore*. It is one that takes place on a nation-wide level, immersing its participants in an environment conducive to language learning for a period of five weeks.<sup>14</sup>

### Study Abroad Programs

Study abroad programs serve as an incomparable opportunity to further language skills through study and true immersion. Participation in this type of program allows for first-hand interaction with native speakers of a language as well as cultural understanding. The University of Toronto (Woodsworth College) hosts a Summer Abroad Program wherein U of T students have the chance to complete a U of T credit, which will be counted towards their degree, in locations such as France, Germany, Italy and Mexico.<sup>15</sup>



<sup>14</sup> More information for both these programs is available online: <[www.cmec.ca/olp/index.html](http://www.cmec.ca/olp/index.html)>

<sup>15</sup> More information is available online <[www.summerabroad.utoronto.ca](http://www.summerabroad.utoronto.ca)>

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## ON AND OFF-CAMPUS WORK OPPORTUNITIES

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### Summer and Part-time Positions

Register with the Career Center's Online Job Posting System to access summer, part-time, temporary and casual work opportunities.<sup>16</sup> Here are sample listings:<sup>17</sup>

Job Order Number:	2006.PT.1155
Position Title:	Voice-over Artist
Organization:	Swim Media Inc.
Job Order Number:	2006.PT.1163
Position Title:	Airport Greeter
Organization:	EF International Language School
Job Order Number:	2005.SE.0693
Position Title:	Research Assistant
Organization:	Canadian Education Association
Job Order Number:	2006.SE.0087
Position Title:	Customer Relations Coordinator
Organization:	EF Educational Tours
Job Order Number:	2005.SE.0290
Position Title:	Heritage Interpreter/Tour Guide
Organization:	National Capital Commission

If you're studying here at UTM and are a Canadian citizen (or you have permanent status), but "home" is either out of province or country, a program called *Accent*<sup>18</sup> provides an excellent part-time work experience for post-secondary students to practice their language skills by becoming a language assistant. In this type of position, you may lead classroom activities encouraging culture awareness.

### Internships, GSES and RGES

In addition to Summer and Part-time positions, the Career Centre offers services which aid in the search for internships, and even for jobs upon your degree completion. The Graduating Students Employment Service (GSES) and the Recent Graduates Employment Service (RGES) links you to employers looking to recruit U of T grads. Examples of positions offered through these services where language skills (French, Portugese, Cantonese, etc.) are important include:

Job Order Number:	2006.RG.0795
Position Title:	Information Officer
Organization:	Legislative Assembly of Ontario

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<sup>16</sup> Register via the Career Centre website.

<sup>17</sup> Full postings are available through the Career Centre Online Job Posting System under 'De-listed' postings, available via computers in the Career Centre.

<sup>18</sup> Further information is available online: <[www.myaccent.ca](http://www.myaccent.ca)>

Job Order Number: 2006.RG.2840  
 Position Title: Bilingual Compliance Registration Officer  
 Organization: BMO Financial Group

Job Order Number: 2006.RG.1771  
 Position Title: Translator (French Language)  
 Organization: Suzy Shier

Job Order Number: 2006.RG.2970  
 Position Title: Older Adult Outreach Worker  
 Organization: Help the Aged (Canada)

Job Order Number: 2006.GS.0174  
 Position Title: Coordinator for International Relations  
 Organization: Consulate General of Japan in Toronto

### Volunteer Positions

Depending on the career you wish to pursue, volunteering can be a great way to gain experience, develop skills, as well as acquire insight into a field. The Career Centre offers access to a large variety of volunteer positions at UTM as well as the surrounding areas. You can visit the Career Centre and take a look at the Volunteer Binders and/or register online to view the various positions available. Here are some sample postings:

Job Order Number: 2005.VL.0223  
 Position Title: Palliative Care Volunteer  
 Organization: Baycrest Centre for Geriatric Care

Job Order Number: 2005.VL.0014  
 Position Title: Support Worker - Multilingual  
 Organization: Canadian Red Cross Society

Job Order Number: 2005.VL.0568  
 Position Title: Translator – French to English  
 Organization: AIDS 2006, Toronto Local Host

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## SUMMER EMPLOYMENT PROGRAMS

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Another excellent way to gain experience is through summer work. The following are a few summer employment programs which can help gain the experience you need:

### **Federal Student Work Experience Program - FSWE (Federal Government)**

**Web Site:** [http://jobs.gc.ca/fswep-pfete/student/index\\_e.htm](http://jobs.gc.ca/fswep-pfete/student/index_e.htm)

**Overview:** Federal departments and agencies recruit for about 7,000 summer positions each year including: Student Guide in France; Earth Sciences Program, etc. You must be

returning to full-time studies in September 2006. Preference is given to Canadian citizens.

**When/How to apply:** Starting in October 2005. No deadline but applications are reviewed on an ongoing basis so it is best to apply early. Government departments search through this database when a position comes up and contact students meeting their search criteria.

### **Ontario/Québec Summer Student Job Exchange Program**

**Web Site:** [http://www.summer.mbs.gov.on.ca/english/oq\\_over.html](http://www.summer.mbs.gov.on.ca/english/oq_over.html)

**Overview:** 48 Ontario students work for a ministry or agency of the Government of Québec and participate in cultural and social activities with other students from across Canada. The program is 13-week work term from May 15-August 11, \$10/hr, 35 hours/week. Applicants must have satisfactory level of French language skills. Students are responsible for arranging and paying for their own accommodation, but a \$400 housing allowance and subsidized return travel expenses are provided.

**When/How to apply:** February 28, 2006 – check website.

### **Young Canada Works (YCW)**

**Web Site:** [http://www.pch.gc.ca/special/ycw-jct/html/welcome\\_e.htm](http://www.pch.gc.ca/special/ycw-jct/html/welcome_e.htm)

**Overview:** The Department of Canadian Heritage provides summer opportunities across Canada in four areas: YCW in Both Official Languages; YCW in Heritage Institutions; YCW in National Parks and National Historic Sites; and YCW for Aboriginal Urban Youth. Pay and job duration varies with each position and program. Jobs may have French/English language requirements.

**When/How to apply:** Apply at [https://www.youngcanadaworks.ca/apply\\_e.cfm](https://www.youngcanadaworks.ca/apply_e.cfm)

### **Student Work Abroad Program (SWAP)**

**Web Site:** <http://www.swap.ca>

**Overview:** SWAP arranges work visas and helps students find employment in countries such as Australia, Ireland, South Africa, Germany, Japan, the United States and more. Orientation sessions are held upon arrival in the host country. SWAP is not a job placement agency. Most students work in short-term hospitality and sales/service types of jobs.

**When/How to apply:** Varies by country; visit their web site for more information and an application.

**Check out our new  
“CAREERS BY MAJOR - LANGUAGES”  
resource on the Career Centre web site at  
[www.utm.utoronto.ca/careers](http://www.utm.utoronto.ca/careers)  
Click on Explore Careers > Careers by Major**

# - Using Second Languages To Your Advantage -

By: Mark Swartz <sup>19</sup>

*Dear Mark: What effect does it have to an employer, if I put in my résumé that I speak, besides English, Russian and Albanian also? -- Rom, Toronto, Ontario*

**Dear Rom,**

A hearty “здравствуйте !” (Hello) to you. This is a great question and many of the clients I coach wonder the same thing: if you speak or write a language in addition to English, do you boast about this on your résumé - or should you leave it off because you’re concerned it might expose you to some sort of discrimination?

I’ll tell you my opinion on this, Rom. If you happen to have French as second language, you should definitely brag about it on your résumé, in your cover letter, on your transitional business card and in interviews. That’s because Canada is officially bilingual and French can be a definite asset in your job search.

When it comes to other languages, however, it’s not so clear cut. At best, if the employer you’ve applied to *happens* to need someone with Baltic language skills, even though it wasn’t in their ad, you’re their guy!

On the other hand...

Well, ideally all employers would welcome multilingual applicants and embrace diversity. Except, we both know that, when relying solely on a résumé in responding to job ads, some employers may screen you out merely on the basis of how well you speak English. For instance, in the e-mail you sent me there are several minor grammar and spelling errors (e.g. “russian” and “albanian” should be capitalized when written in English). No big deal, right? Except this could be used as an excuse to eliminate your application.

One way to improve your odds? Have someone with a good grasp of English review your résumé and cover letter with an eye to smoothing out major errors. In the end you still want to sound like you, of course.

Another dynamite approach: *turn your language skills into your key competitive advantage.*

Here’s what one of my clients did recently. During one of our chats she casually used a few Spanish expressions. Turns out she speaks English, Spanish, French and Italian

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<sup>19</sup> Swartz, Mark. “Using Second Languages to Your Advantage.” 18 November 2005. Available Online: <<http://www.workopolis.com/servlet/Content/careerqa/20051109/cqa20051109?section=CareerQA>>

fluently, having been born in Europe. But there wasn't a single mention of this on her résumé. She was actually worried people might view her as "foreign," though she'd been a Canadian citizen for 30 years.

The strategy she chose was two-pronged:

- 1) Continue applying to advertised jobs with her standard résumé, this time mentioning her English/French bilingualism.
- 2) Deliberately targeting employers who were looking for people with second languages! In her case, she went after companies doing trade with either Mexico, Spain, Italy, France, Switzerland or the U.S. She began by searching the Industry Canada website, [strategis.gc.ca](http://strategis.gc.ca), using the Canadian Importers database, as well as the Detailed Search portion of Canadian Companies Capabilities. Both of these list Canadian firms doing trade with foreign countries. She also networked with local business groups with links to these specific countries, by visiting a reference library and flipping through The Directory of Associations in Canada.

The lesson here, Rom, is to exploit the differences you offer as a job seeker when they can give you an advantage, and play them down if they don't. So with that I wish you “наиболее наилучшим образом везения” (best of luck).

# UTM Career Centre: Services, Resources and Events

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The Career Centre offers a vast array of services to students, as well as a wealth of resources to get you heading in the right direction. From the smiling staff, informative resources and fun events, you are certain to find the guidance and information you are looking for!

## **Workshops**

The services offered at the Career Centre are many. Among them are the various workshops and sessions that take place throughout the year. Participation in these workshops will help you begin your career planning and strengthen your job search strategies. Some workshops that may be of particular interest include:

- Explore Your Career Options
- Résumé and Cover Letter
- Networking
- Is Teaching in Your Future?

Visit the Career Centre website for the dates and times of these and other workshops, as well as to register for them.

## **Individual Career Counselling**

If you are unsure about your career direction or how your academic major relates to work after graduation, you may find it helpful to make an individual career counselling appointment to discuss your concerns with a career counsellor. Drop by the Career Centre (SE 3094) or call 905-828-5451 to book an appointment. Appointments are also available with our Job Coach!

## **Résumé Critiques**

By attending a 30 minute critique with one of our professional staff, you can get feedback on your résumé or cover letter - a valuable service indeed! Appointments for résumé critiques are available on a same-day basis. Sign-up is online beginning at 9:00 a.m.

## **Extern Program**

If you have an idea of what career you would like to pursue and are looking for an opportunity for exploration within it, the Extern Program is ideal. It offers an opportunity to job shadow and/or meet people working in your preferred career area for placements of one to five days during Reading Week or shortly after exams in May. Past relevant positions include:

- ART 512 - Translator
- SOC 414 - Teacher

\*The deadline for May 2006 applications is **March 3<sup>rd</sup>**.

### **UTM Alumni Mentorship Program**

Students in their 3<sup>rd</sup> or 4<sup>th</sup> year are “matched” with an alumna in their desired career field of interest. It is an opportunity to gain insight into a desired field as well as advice from an individual who is experienced in that area.

\*Applications are usually due near the end of September.

### **NOC Binders**

The Career Centre Resource Library holds a large amount of helpful print resources, including the NOC Binders. These binders are organized by National Occupational Codes a.k.a. career field. Examples of binders pertinent to Careers in Languages are:

- ART 512 – Languages (Foreign Language Instructor; Linguist; Translator/Interpreter)
- HEA 314 – Speech-Language Pathologist
- BFA 122 – Immigration Officer

### **Books**

There are numerous great books which offer information regarding resumes and cover letters, job search strategies, personality matching, as well as careers by major. Of particular interest are:

- Day, Laurence J. and H. Ned Seelye. *Careers for Foreign Languages Aficionados & Other Multilingual Types*. Illinois: NTC Publishing Group, 1992.
- DeGalan, Julie and Stephen Lambert. *Great Jobs for Foreign Language Majors*, 2<sup>nd</sup> ed. Chicago, Illinois: VGM Career Books, 2001.
- Rivers, Wilga. *Opportunities in Foreign Language Careers*. New York: McGraw-Hill, 2005.
- Schofield, Philip and Dave Studd. *What You Can Do With An Arts Degree*. Ontario: Trifolium Books Inc., 1997.

### **Tip Sheets**

Available to students to take with them are “Tip Sheets” which out-line strategies and processes for various areas. Whether you are looking to improve your networking skills or applying to the faculty of education, come in and see if we have a Tip Sheet for you!

### **Career Cruising**

The Career Centre website puts terrific electronic resources at your finger tips! Career Cruising is a Canadian website which includes information on over 400 careers, including profiles of professionals in the field. Through this database, you can search by school subject or cluster, or use the career selector to find the information you are looking for. Also, a great tool is the Career Matchmaker – it allows you to see what careers might suit you best.

\*This resource is only available through the Career Centre. Please, come in and ask one of our friendly student Career Assistants to help you get access!

### **Online Résumé and Cover Letter Toolkit**

Brand new, this year, is an online toolkit which can help you get started on your résumé so that you are well prepared when it is time to get it critiqued, and moreover, to go after that job! The toolkit not only offers tips on how to create an eye-catching résumé, but also provides examples to provide you with a guideline for your finished product.<sup>20</sup>

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<sup>20</sup> Available Online: [www.utm.utoronto.ca/careers](http://www.utm.utoronto.ca/careers)

### **Volunteer Fair**

The Career Centre Fairs and Special Events provide valuable opportunities for students to get involved, take initiative and start networking. The first fair of the year is the Volunteer Fair, held near the end of September, which allows students to gain experience and make contacts.

### **Professional Schools Fair**

Held on the first Wednesday in October. Students interested in professional degrees and graduate schools have an opportunity to speak with admissions representatives, find out information and ask their questions.

### **Career Expo**

Take the opportunity to network with professionals is a wide range of organizations about typical career paths available in their fields. Learn what skills, experience and education are desired and get a head start on finding your ideal career. Held the last Wednesday in October.

### **Special Events / Panels**

Every year, the Career Centre organizes a series of Career Panels during Winter Session. These panels serve a way for students to get an idea of their career options, what they have to look forward to and to ask their questions to people in their field. Panel Topics for this academic year include:

- Managing People Power: Human Resource (Fall 2005)
- Careers in Government: People. Power. Politics. (January 26<sup>th</sup>)
- Careers With A Conscience: Making a Difference While Making a Living (February 9<sup>th</sup>)
- Careers in Languages: Living the Lingo (March 1<sup>st</sup>)
- Beyond the Stethoscope: Alternatives to Medicine (March 7<sup>th</sup>)
- Go Global: Careers in International Development (March 9<sup>th</sup>)
- Stagestruck: Careers in Theatre and Drama (March 13<sup>th</sup>)

Please check the Career Centre website for the date and times, and to register for these panels. Videos of past panels are available for viewing in the Career Centre. Panel handouts/packages are also available in the Career Centre or online through the Career Centre website under 'Explore Careers > Resources & Links'.

### **Interested in more information??**

*Try accessing the following periodicals, available through the University of Toronto Library Catalogue.*

- *Canadian Journal of Linguistics*. Dept. de linguistique, UQAM – Montréal, Québec.
- *Canadian Modern Language Review*. University of Toronto Press – Toronto, Ontario.
- *The Modern Language Journal*. Blackwell Publishing – Malden, MA

# Meet Our Panelists!

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**Name:** Asma Teebi

**Education:** Currently in 3<sup>rd</sup> year doing a double major in Exceptionality in Human Learning (Psychology) and Teaching and Learning French.

**Languages:** English, French and Arabic

**Current Position Title:** French Monitor at UTM (part of the ACCENT program)

**Organization:** Ministry of Education

**Description:** A French monitor's role is to encourage students to improve their knowledge of the language and culture — encompassing all forms of language, art, music, and the shared beliefs and values of a particular society — and to use the language on a daily basis.

**How did you first get involved in this field? :** I found out about this job through the Ministry of Education website. I applied for it a year before, and got it! Erindale College was offered to me, since I attend university here. I initially did not want to be in a post-secondary setting, but Prof. Michel Lord really encouraged me and excited me about it.

**What do you enjoy most about your job? :** I really enjoy being a part of the French, German and Italian Department, and getting to know the faculty. It's enriching to be surrounded by so many accomplished people, and getting the chance to work alongside them sometimes.

**What are some of the challenges you face in your position? :** Students in university-level French courses come by my office to ask for help in a class assignment or a lesson they didn't understand, and sometimes that's a challenge for me because they think I know the material inside out, when I don't always! Also, in a post-secondary institution, the duties of a French Monitor are pretty ambiguous. You yourself have to find a way to engage French students, without it being an instructor-student type of situation. At the same time, even when activities are interesting and well planned it's still difficult to convince people to take time out of their schedules to show up for them.

**Advice to students in the studying languages, looking to get into your field:** Many people don't apply to this job simply because they don't feel their language skills are "good enough". It never hurts to apply. The rewards are infinite: great experience, practice in the language and a position where you get to test the limits of creativity in teaching and learning.

**How do you think this position will benefit you in the future/how it factors into your career path? :** My immediate goal is to enter a Masters in Education program. To get accepted into any graduate program, you need to stand out on the application. A job such as this shows that the applicant is exploring the opportunities available and selecting those related to their specific

career path and gaining the experience necessary in order to succeed in the program. Furthermore, if a student was thinking about becoming a (French) teacher, this job allows them to be in that position and decide if this is really for them from the get-go. If it is, surrounded by so many teachers and professors, you start to notice and pick up teaching techniques and activities they use to keep the students engaged that are unique, and usable for your future class.

**Name:** Emmanuel Nikiema

**Education:** MA in Applied Linguistics, PhD in Linguistics (Montreal), Doing research on African Languages, Creole Languages and Romance Languages

**Languages:** Mooré, Dioula, French and English

**Current Position Title:** Associate Professor of French & Linguistics, Faculty advisor for the Linguistics Program, Chair of Graduate Admissions, Dep't of French (St. George)

**How did you first get involved in this field? :** Government Policy to develop studies on National languages (in Burkina Faso, West Africa).

**What do you enjoy most about your job? :** Discovering how various unrelated languages share similar properties; Making people aware of languages and their identity.

**What are some of the challenges you face in your position? :** Account for the difference between a dialect and a language, and promote teaching of various languages in Campus.

**Advice to students studying languages, looking to get into your field:** The study of language as a communication tool or as a formal object of inquiry is both exciting.

**Name:** Mireille Truong

**Education:** BA joint honours Philosophy & Politics, Durham University, UK; Post Graduate Certificate in Education, University of Newcastle-upon-Tyne, UK; MA French, University of Waterloo; MA Philosophy, University of Guelph; PhD Philosophy, University of Waterloo.

**Languages:** French, English, German, Latin and Vietnamese

**Current Position Title:** Instructor of French at the Canada School of Public Services in Toronto

**Organization:** Canada School of Public Services

**Description:** Teaching French to small groups of federal civil servants to various levels of proficiency from elementary to advanced (bilingual).

**How did you first get involved in this field? :** I heard about the Canada School of Public Services through a friend whose cousin was the director there at the time and phoned, got interviewed and hired on a part-time basis.

**What do you enjoy the most? What makes this career challenging? :** Relating to students, new students, seeing them through, getting results. Gaining experience and sharing it.

**Name:** Sonia Ricci

**Education:** B.A., B.Ed.

**Languages:** French and Italian

**Current Position Title:** Modern Languages Teacher/Head of Modern Languages and ESL Department

**Organization:** Dufferin-Peel Catholic District School Board

**Description:** Teaches Extended (grammar, literature, geography, history and world religions) and Core French courses at the secondary level.

**How did you first get involved in this field? :** While still a high-school student, I had summer jobs as a T.A. for elementary school. While in university, I volunteered at my former high school.

**What do you enjoy most about your job? :** I enjoy my work because it is my passion. I have always loved languages and now I introduce them to others in a creative, dynamic and interactive way.

**What are some of the challenges you face in your position? :** Every career path has its challenges. That's what keeps things exciting. Change is inevitable and one should never stop learning.

**Advice to students studying languages, looking to get into your field:** Be passionate.

**Name:** Gina Coon

**Education:** 1988 - BA (UTM) - Double Major (Psychology & Crime and Deviance) and French Minor; 1991 - Hearing Measurement and Conservation Certificate; 1991 & also 2005: Certificate in Human Resources Management (CHRM) (1991 - Ryerson / 2005 - Sheridan College); 2002 to present: Working towards CHRP designation - course curriculum completed - writing National Knowledge Exam May 2006

**Languages:** English, Italian and French

**Current Position Title:** Recruitment Consultant

**Organization:** RBC Financial Group

**Description:** Recruitment and Selection in support of the RBC Insurance platform

**How did you first get involved in this field? :** I had an opportunity to assist the Employment department with some interviewing while at my very first job, which I found through an advertisement in the Career Office at UTM. I discovered I really enjoyed it and, as a result, I began taking HR courses through Ryerson. Even in my 'regular' job at McDonnell Douglas Canada, working with WSIB claims management, I used interview techniques to successfully assess any 'red flag' situations and/or to be better able to assist the employee in getting quicker resolution/benefits in the claim.

**What do you enjoy most about your job? :** It's never boring! There is a great deal I enjoy about my job, but if I had to select the top 2 things from this list, I'd say:

(1) The incredible variety in the people I get to talk to/meet/interview. Through so many different walks of life, I have learned so very much. This encompasses learning about different cultures, learning about specific technical knowledge related to various jobs, learning about best practices

and examples others have used to overcome various challenges, etc. ALSO, because of my job, people are quite willing to discuss their experiences with me. Furthermore, my experience generally involves speaking to people who are always trying to be at their best and make a good impression.

(2) Being recognized as an expert is also something I value and enjoy in my job. Through circumstance, I have had an opportunity to become fairly knowledgeable about the different positions occupied in Property and Casualty Insurance companies. Due to my in-depth knowledge of these roles, it has made me more marketable in the Property and Casualty Insurance market. I've acquired knowledge not only about the jobs, but also about the competitors, the market in general, the education around insurance, compensation practices specific to this industry. The P & C Insurance industry is a "small world" and I have developed a good network as well.

**What are some of the challenges you face in your position? :** I'll outline a small sample of the challenges: (a) "Headhunters" (These are third party search firms/vendors who "steal" from one company and "sell" the candidate, usually to a competitor) (b) Skilled labour shortage (supply vs. demand issues) / Fierce competition for same top talent (c) Work volume (not able to be as proactive as would be ideal) (d) Confidentiality matters (i.e., I may hear or see things that would be advantageous for the company to know, but I am not able to share the information; There is also the need to take extreme care not to leave confidential information open to individuals who should not have access to it)

**Advice to students studying languages, looking to get into your field:** One of the most recent and difficult challenges I am currently facing in my job is that there is an extremely limited supply of fluently bilingual candidates who also have some customer service experience. Many of our industry competitors are looking for the same fluent French-speaking candidates to fill our vacancies. We also find ourselves competing for bilingual candidates with non-insurance companies. First off, students need to understand and recognize how highly valued their second (or third, etc.) language is. It's important to have a good understanding of this because if you don't, you will easily be steered by a 'headhunter' who has his/her best interests at heart. I strongly encourage you to begin these actions right now, without waiting until you are closer to graduating:

(1) Research the companies you think you may want to work for (The research should also include book marking their career sites to keep watch on the types of vacancies that come up and how often, etc.)

(2) Network, network, network!!! Start right now. It can anything as simple as a phone call to chatting over a coffee to conducting informational interviews to job shadowing, etc.

(3) Keep practicing your language skills so they stay sharp. The more proficient/fluently you are, the more marketable you will be.

For Human Resources, it is very important to finish your University Degree. I believe that in the near future (2010?), a University Degree is a prerequisite for being able to take the courses towards the CHRP designation. Secondly, I would recommend taking those courses and obtaining the designation. The HR field has become quite a bit more competitive now and in order to "keep up", you need that piece of paper (the CHRP) or you will fall behind. It has now become the HR equivalent to the importance of having a University Degree in today's job search. Unless you can put 20 years worth of HR experience on your resume, you need that technical

knowledge piece to stay competitive. And finally, you must be prepared for continuous learning. The world of HR is constantly changing and you need to be prepared to keep up.

**How has having a second language as an auxiliary skill, benefited you in the workforce? :**

French in relation to my employment has certainly provided me with more opportunity. I have always been in Human Resources. That being the case, I generally have the wonderful opportunity to connect with people from all walks of life, including those who speak French. Even though I've never been fluent, I have found that being able to "get by" speaking to someone in French has made the person I was talking to so appreciative that they have been more cooperative. In general, people have such a huge appreciation of anyone who is trying to learn and communicate in their native language. It is almost like you are honouring them personally. When I was at The Personal Insurance Company, I got to travel to Lévis, Québec to work with my French counterparts there on a national recruitment project. The Personal Insurance Company had been purchased by Désjardins General Insurance Group. They were also very appreciative of my efforts at communicating with them in French and they pegged my skills at the Intermediate level at the time. When I went to Royal and SunAlliance Insurance Company, one of the Senior Management Team Members had just moved here from Québec and his wife spoke no English whatsoever. I was asked to arrange for private French lessons for her. During the research phase, I had the opportunity to communicate with the wife directly, in French. This made my job so much easier than having to request for translation.

Currently, I do have the opportunity to use my French skills also. Many of my job postings require French bilingualism and as part of the telephone pre-screen, I need to conduct an assessment of the candidate's French proficiency. Oftentimes, I will only ask one quick question to ascertain if the person is closer to being fluent or at the basic level. For more complex discussions, I generally ask the more fluent member of my team to ask a couple more questions "en français" and then provide me with his assessment. My next career move, if I want to stay at the same company, is to take my French up to at least high intermediate proficiency again. I am strongly leaning towards wanting to move to the Advisory Services Group. For this area, French bilingualism is a requirement.

My first priority is to acquire my CHRP designation. I write the National Knowledge Exam May 2006. On passing this, there is one more step. This is the Practical Knowledge Exam, and I'm hoping to be able to write that in September 2006. On passing that one, I will have my designation and can move on to my next hurdle: Reacquiring the level of French proficiency I once had and then surpassing that with practice, practice, practice!

RBC is a tremendous organization and the opportunities for someone who says they are French bilingual are at least twice as many. As a Recruiter myself, I know for a fact that being bilingual in French is going to put me above most of my competitors in a job posting. For popular postings where the volume of applicants is phenomenal, being able to say I'm not only bilingual but trilingual is going to ensure I at least make it to the interview stage.



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*There are a thousand languages in the world, but a smile speaks them all.*  
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