

# Careers by Major - Languages



This document serves as a starting point for your career research. Each Careers by Major page provides lots of ideas on various career areas, as well as how to gain related skills and experience. Useful resources and job samples are also provided. Visit us in the Career Centre to find out more about career areas that interest you.

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## Sample Occupations and Jobs

Below is a sample of the many types of occupations and jobs pursued by graduates of this program.

### Sample Occupations

Note: This is not an exhaustive list. Detailed career profiles are available in the Career Centre. Some occupations require further education and experience.

#### Translating/Interpreting

Interpreter\*  
Certified Translator  
Certified Terminologist  
Certified Court Interpreter  
Sign Language Interpreter\*

#### Business

International Trade Officer  
International Business Analyst  
Bilingual Customer Serv. Spec.  
Market Research Analyst\*  
Conference Planner  
Marketing Manager  
Public Relations Specialist\*  
Import/Export Coordinator\*  
Management Consultant\*  
Compliance Officer  
Hospitality Industry  
Travel Agent\*  
Flight Attendant\*  
Communications Specialist\*  
Technical Writer\*

#### Teaching/Education

Elementary School Teacher\*  
ESL Teacher\*  
Language Instructor/Teacher  
International Student Advisor  
Coordinator, Programs Abroad  
International Education Assistant  
Researcher\*  
Professor  
High School Teacher\*  
Adult Education Teacher\*  
Special Education Teacher\*  
Educational Assistant\*

#### Government/Non-Govt. Organiz.

Foreign Service Officer\*  
Foreign Affairs Specialist  
Immigration Officer\*  
Customs Broker\*  
International Development  
Political Aide\*  
Community Worker\*

### Sample Job Listings

Below is a sample of positions that have been promoted within the Career Centre. To access current postings, login to CLN at [www.cln.utoronto.ca](http://www.cln.utoronto.ca) and click on Jobs.

- Coordinator for International Relations, JET Programme Canada
- Foreign Language Intelligence Analyst, Communications Security Establishment
- Volunteer Notetaker, AccessAbility Resource Centre, UTM
- Junior Copy Editor, Italian Chamber of Commerce of Ontario
- Interpreter, Legislative Assembly of Ontario
- Marketing/Technical Writer, Idée
- Bilingual Registration Officer, BMO Financial Group
- Bilingual Research Assistant, Rogers Media
- Project Coordinator, Department of Language Studies, UTM
- French Tutor, Expert Tutors Inc.
- English to French Translator, Allstate Insurance Canada
- Special Event Volunteer, Harbourfront Centre
- Bilingual Client Care Representative, Fort Garry Industries
- Museum Educator, Bata Shoe Museum
- Foreign Language Subtitle Editors, SDI Media

### Sample Areas of Employment

- Federal, provincial and municipal government
- Financial institutions
- Schools, colleges and universities
- Airlines, airports, cruiseship lines
- Travel agencies and tour companies
- Communications and broadcasting companies
- Private sector/large corporations
- Language schools, international schools
- Translation and interpretation firms
- Cultural organizations
- Non-governmental organizations (e.g. United Nations)
- Market research firms

\* View these titles at Career Cruising, available on CLN ([cIn.utoronto.ca](http://cIn.utoronto.ca)) under the Resources tab.

## Program-Related Skills

Academic courses in this program provide opportunities to develop the following types of skills. Make a career counselling or an employment strategy appointment to discuss how you can demonstrate these skills to employers.

- **Technical:** knowledge of language structure and function; knowledge of teaching methodology; understanding of how people learn languages; and understanding of historical language change.
- **Communication:** proficiency in reading, writing, and oral expression in other languages; and comprehensive knowledge of grammar and vocabulary.
- **Research:** read materials accurately and analytically; and understand, organize and integrate information.
- **Interpersonal & leadership:** interact with people from various backgrounds; awareness of cultural diversity; and motivate, empathize, and provide constructive criticism.
- **Critical thinking:** understand historical language change; actively listen and question; analyze and interpret information; and formulate and defend positions.

## Explore Careers & Build Networks

### Career Exploration 101

Take our 15 minute online module available at [utm.utoronto.ca/careers/career-planning/career-exploration](http://utm.utoronto.ca/careers/career-planning/career-exploration) and attend the Career Exploration Part 2 in-person workshop read about how you can gain access to UTM's career exploration programs:

- Extern Job Shadowing
- In The Field

### Informational Interviews

Informational interviews are a great way to connect with professionals in a career area of interest and gain valuable insights about a career, company, or industry that would otherwise be difficult to find in books or online. Check out our tip sheet to learn more.

### Alumni Profiles

Check out our Alumni Profiles page with submissions from UTM grads to find out how their experiences have affected their career direction.

### Events

Attending career panels, networking events, employer info sessions, and career fairs is a great way to meet professionals and learn more about careers, companies, and industries. Login to CLN and click on Events & Workshops to see what's coming up.

### Talk to Professors

Connecting with your professors can be a great way to explore the different paths a major can lead you to, as well as learn about possible opportunities for research, volunteering, or becoming a TA. Drop by during their office hours or request an appointment.

### Student Organizations

Join a student club or an academic society at UTM to meet like-minded people, explore your interests, and gain valuable skills. To view a list of current clubs and societies, visit the Centre for Student Engagement online. Some organizations you may consider are:

- Language Studies Academic Society
- Language Exchange at UTM
- English & Drama Students Society
- UTM Francophone Students' Association
- Italian Club of Erindale

### LinkedIn

Create a LinkedIn profile to connect with professionals in various fields, explore the career paths of UTM alumni, research employers, apply for specific positions, and more. Need help? Come to the Career Centre to book a LinkedIn profile critique.

### Professional Associations

There are many benefits of becoming a member of association(s), such as developing a network of contacts, learning about industry trends, accessing industry-related job postings, and stating your affiliation on your resume. Some associations related to this major are:

- Languages Canada
- Canadian Languages Association (CLA)
- Language Industry Association (AILIA)

## Get Experience

Get some experience and exposure to the industry while being a student. This will increase your chances of finding a job after graduation, while helping you decide what area might be most suitable for you.

### Crack the Hidden Job Market

Networking is an essential element of job search today, as most jobs are not advertised. While you should still apply for positions you find online, building relationships with professionals is a proven way to access the "hidden job market" with some of the most desirable opportunities.

Attend the "Learn to Network" workshop to discover proven techniques to effectively introduce yourself and make contacts.

### On-Campus

#### On-Campus Opportunities Booklet

Check out the On-Campus Opportunities booklet on [www.utm.utoronto.ca/careers/on-campus-opportunities](http://www.utm.utoronto.ca/careers/on-campus-opportunities) to view a list of some of the ways you can get valuable experience on campus.

#### Work Study Positions

The work study program provides eligible students with an opportunity to work on campus during the academic year and gain experience. Many departments use this program to hire UTM students during the Fall/Winter and Summer terms.

#### Research Opportunity Program (ROP)

UTM's Research Opportunity Program (ROP) allows undergraduate students to gain valuable research experience and earn a course credit by participating in a faculty member's research project. Courses are held during Summer and Fall/Winter terms.

#### Part Time and Volunteer Positions

- Attend the annual Get Experience Fair
- Check out our binder with detailed information on volunteer opportunities; available in the Career Centre
- Learn about the Co-Curricular Record (CCR), which can help you find opportunities beyond the classroom and have your skills and experiences captured on an official document; go to [www.ccr.utoronto.ca](http://www.ccr.utoronto.ca) to find out how you can get involved

#### Student Organizations

Join a student club or an academic society at UTM to meet like-minded people, explore your interests, and gain valuable skills. To view a list of current clubs and societies, visit the Centre for Student Engagement at [www.utm.utoronto.ca/student-life/student-organizations](http://www.utm.utoronto.ca/student-life/student-organizations).

### Off-Campus

#### Internships, Summer, Part Time and Volunteer Positions

- Check out our binders with detailed information on internships and volunteer opportunities; available in the Career Centre
- Login to Career Learning Network (CLN) and click on Jobs to access current postings advertised to UofT students
- Attend the annual Get Hired: Summer and Full-Time Jobs Fair
- Consider taking an academic internship course through your department
- Check out Government of Ontario - Job Programs for Youth Summer Employment Programs' web page
- Review our Internships, Summer Employment Programs, and Summer Job Search tip sheets at [utm.utoronto.ca/careers/tip-sheets](http://utm.utoronto.ca/careers/tip-sheets)

#### Full Time Positions

- Login to CLN and click on Jobs to access current postings advertised to graduating students and recent UofT grads. Note: You must attend the "Now That I'm Graduating, What's Next?" workshop to gain access to these postings.
- Attend the annual Get Hired: Summer and Full-Time Jobs Fair
- Check out our list of industry-specific job boards on [www.utm.utoronto.ca/careers/jobs/jobs-resources-links](http://www.utm.utoronto.ca/careers/jobs/jobs-resources-links)

## Useful Resources & Next Steps

### Appointments

- Attend a one-on-one appointment with a career counsellor or an employment strategist to discuss what career options might work for you and determine a job search plan. Contact the Career Centre for more information.
- Meet with an academic or departmental advisor, who can guide you in achieving academic success. Contact the Office of the Registrar or your department for more information.

### Additional Web Resources

- Prospects - Career Options in Modern Languages
- TalentEgg - Industries That Hire Bilingual Workers
- Omniglot - Careers Using Languages
- Robert Half - 2017 Creative Industry Salary Guide
- Canada's Top 100 Employers for Young People

### Career Resource Library

The Career Resource Library contains information about a wide range of occupations in all industries, resume and cover letter resources, effective work search methods, graduate/professional school preparation guides, and more. Located in DV 3094.

### Career Planning by Year

Look for our Career Planning by Year web page on [www.utoronto.ca/careers/career-planning](http://www.utoronto.ca/careers/career-planning) for ideas of important career related activities for each year.

### Questions?

Visit the UTM Career Centre located in DV 3094, call 905-828-5451, or visit [www.utm.utoronto.ca/careers](http://www.utm.utoronto.ca/careers).

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