

California State University, Long Beach

Department of Political Science

SPA-257 1250 Bellflower Boulevard, Long Beach, CA 90840-4605
(562) 985-4704 <http://csulb.edu/colleges/cla/departments/polisci>

POLITICAL SCIENCE CAREER INFO SHEET

Through their studies, political science students gain a versatile set of skills that can be applied in a wide range of exciting careers in federal, state and local governments; law; business; international organizations; nonprofit associations and organizations; campaign management and polling; journalism; pre-collegiate education; electoral politics; research; and university and college teaching.

Keep in mind that choosing a major is not the same as choosing a career. Career options may be determined partly by the choice of your major (Political Science), but also by your interests, skills, values, and types of work experiences acquired during college or before you entered college. Many careers do not require a specific major, but rather a wide range of demonstrated skills, accomplishments, and related work experience. Employers say that the skills they prize most are communication, a strong work ethic, teamwork, being analytical, and taking initiative.

MARKETING YOUR DEGREE

POLITICAL SCIENCE MAJORS HAVE:

- Excellent analytical and critical thinking skills, including the ability to analyze and synthesize a large amount of information, including statistics
- Excellent problem-solving skills; POSC majors are able to provide solutions based on their analysis and synthesis of information
- Polished verbal and non-verbal communication skills, both verbally and in writing; POSC majors are able to communicate clearly and persuasively
- High levels of administrative competence

QUICK TIPS: FINDING AND APPLYING FOR JOBS

Implementing the tips outlined below can increase your likelihood of securing a job after graduation. For more detailed guidance, please consult the additional links and resources on the reverse of this info sheet.

JOB SEARCH TIPS

- Create, complete, or update a LinkedIn profile
- Register on Glassdoor.com to read employees' reviews
- Register on Indeed.com for job listings
- Use discretion with social media or make accounts "private"
- Check out books from the POSC Resource Library to explore career options (available in the Department office: SPA-257)
- Use "Career Link" on the Career Development Center Website to find employers looking for CSULB graduates

COVER LETTER

- Introduction should only be a few sentences
- Highlight your experiences and skills
- Should be 1-2 pages and should not exceed 3 pages

RESUME

- Remove designs and graphics from your resume
- Contact info should be at the top and not in the header
- Use a professional email address only
- Remove "objective" from resume and replace with "area of expertise"
- Remove "references provided by request"
- Change job tasks/duties to achievement/results
- Look at job posting and use the key words from the job posting itself in resume
- Pay careful attention to spelling, punctuation, grammar, and style
- Keep information honest, clear, and concise
- Print on good quality white or off white paper
- When sending electronically, save as PDF

INTERVIEW

- Research the company (i.e. website, press releases, Google)
- Don't just speak about what you have done in past employment; specify how your experiences will be assets in the job
- Google "100 Best Questions to Ask in a Job Interview"
- Practice your interview with a friend; have them ask you difficult questions
- Dress professionally
- Show enthusiasm
- Be punctual; arrive early
- Never ask about salary in the first interview
- Be courteous and respectful with everyone you meet
- Turn off your electronic devices
- Make eye contact and use a firm handshake
- Be ready to describe your strengths and weaknesses
- Bring extra copies of your resume and list of references
- After the interview, send a thank you letter/email within 24 hours

CAREERS FOR POLITICAL SCIENCE MAJORS

Administrative Assistant
Activist, Advocate/Organizer
Administration, Corporate, Government, Non-Profit, etc.
Antidiscrimination Worker
Archivist, Online Political Data
Assessor
Auditor
Attorney
Banking Analyst or Executive
Budget Examiner or Analyst
Campaign Manager
Canvasser
Career Counselor
Chief of Staff
CIA Analyst or Agent
City Councilor
City Planner
City Housing Administrator
Claims Examiner
Collection Agent
Congressional Office/Committee Staffer
Coordinator of Federal or State Aid
Commodities Trader
Communications Director
Consumer Activist
Corporate Analyst
Corporate Public Affairs Advisor
Corporate Manager
Corporate Information Analyst
Corporate Executive
Corporation Legislative Issues Manager
Demographer
District Attorney
Economic Developer
Economic Research Assistant
Economist
Editor, Online Political Journal
Election Official
Entrepreneur
Federal Government Analyst
Financial Consultant
Foreign Service Officer
Foundation President
Free-lance writer
Governor
Human Services Director
Immigration Officer
Information Manager
Intelligence Officer
International Agency Officer
International Research Specialist
Issues Analyst, Corporate Social Policy Div.
Journalist
Juvenile Justice Specialist
Labor Relations Specialist
Legislative Analyst / Coordinator
Lobbyist
Local Political Aide
Management Analyst
Mayor
Media Strategist
Mediator
Municipal Clerk
Opposition Researcher
Paralegal
Plans and Review Officer, USIA
Policy Analyst
Political Commentator
Political Consultant
Political Party Staffer
Pollster
President of the United States
Program Manager
Public Affairs Research Analyst
Public Health Professional
Public Information Officer
Public Opinion Analyst
Publisher
Research Analyst
School Board Member
State Legislator
Survey Analyst
Systems Analyst
Teacher
Town/City Manager
Urban and Regional Planner
University Administrator
University Professor
Urban Policy Planner
U.S. Representative
Victim Advocate
Web Content Editor

FOR ADDITIONAL RESEARCH AND ASSISTANCE

- CSULB Career Development Center: <http://www.careers.csulb.edu/>
- CSULB Career Development Center Political Science page: http://www.careers.csulb.edu/career_profiles/cla_politicalsci.htm
- CSULB Career Link: http://careers.csulb.edu/students/jobs_connect.htm
- CSULB POSC Department alumni profiles: <http://www.cla.csulb.edu/departments/polisci/alumni-2/>
- CSULB POSC Department Student Resource Library: <http://www.cla.csulb.edu/departments/polisci/department-student-resource-library/>
- CSULB POSC Department Internship information: <http://www.cla.csulb.edu/departments/polisci/posc-internships/>