Introduction

Are you interested in majoring in Spanish? If you are, this guide will give you some ideas on what you can accomplish with a Spanish degree. This guide includes: the functional skill required for a Spanish major, career titles one can acquire, a general overview of employers looking to hire Spanish majors, some strategies one should take before and after attaining a Spanish degree, and addresses and email addresses of organizations interested in Spanish majors. This guide also provides career planning websites and job search websites as well. If you are not sure what you can do with your Spanish degree or are not sure what you need to do before searching for a job this is the guide for you.

Functional Skill Set for Spanish Majors:

Consideration of cultural preference in planning and design.
Interviewing people of different nationalities.
Using a large vocabulary correctly.
Using correct grammar, punctuation, spelling, sentence structure, and identifying errors in English and Spanish.
Grasping verbal messages and interpreting them to and from Spanish without losing the spirit of the original message.
Analyzing written materials on a variety of subjects and identifying significant facts.
Adapting educational programs, publicity, or advertising to the cultural background of the audience.
Making fine verbal distinctions and grasping subtleties of meaning in and between multiple languages.
Career Titles for Spanish Majors:

- Airline Ticket/Reservation Agent
- Anthropologist
- Broker’s Agent
- Caseworker for a social service agency working with migrant workers
- Coordinator of Study Abroad in a college
- Coordinator of volunteers for a non-profit agency serving non-English speaking clients
- Curator/Archivist
- Customer Service Representative for an exporter
- Customs Inspector
- Editor
- Event Coordinator for international festival
- Export Manager
- Flight Attendant
- Foreign Correspondent
- Foreign Language Teacher
- Foreign News Editor
- Foreign News Translator
- Foreign Service Officer
- Foreign Social Worker
- Foreign Student Advisor
- High School Teacher
- Hospital Admitting Clerk
- Hotel and Resort Manager
- Immigration Inspector/Agent
- Import-Export Agent
- Information Assistant for an international visitor’s council
- Intelligence Specialist
- International Banking Officer
- International Broadcast Announcer
- International Relations Specialist
- International Student Advisor at a university
- International Trade Economist
- Interpreter/Translator
- Librarian
- Linguist
- Management Consultant for an international consulting firm
- Manufacturer’s Representative
- Minister/Rabbi
- Museum Guide/Tour Guide
- Museum Technician
- Peace Corps/Vista Worker
- Probation Officer
- Professor for Spanish language and literature at a college
- Public Affairs Coordinator for an organization with international clients
- Public Health Educator
- Public Relations Specialist for a medical center
- Public Relations Worker
- Publisher
- Researcher for a foreign news correspondent
- Restaurant Manager
- Salesperson for an international service or company
- Scientific Document Translator
- Scientist conducting research available only in a foreign language
- Scientist for a foreign owned company
- Social Service Program Director
- Speech Pathologist
- Teacher
- Technical Writer
- Tour Organizer
- Travel Agent
- Volunteer for the Peace Corps
- World Trade Manager
- Writer for publication concerned with international issues
Some Organizations that Typically Employ Spanish Majors:

- Public Relation Firms
- Consulting organizations
- Foreign owned firms in U.S.
- U.S. Companies with offices abroad
- Non-profit agencies
- Elementary, middle, and high schools
- Government
- Software development
- Radio/TV/film/video industry
- Magazines/newspapers
- Travel & tourism
- Healthcare
- Advertising Design Firms
- Colleges & Universities
- Research
- Overseas dependent’s schools
- Overseas aid agencies
- Intelligence and law enforcement agencies
- The Foreign Service
- Armed forces
- Library of Congress
- United Nations
- Voice of America
- Museums
- Foreign news agencies
- Book publishers
- Hotels, motels and restaurants
- TV networks/Radio stations
- Film companies
- Banks, finance-related institutions
- Import/Export companies
- Manufacturers
- Retail/Department stores
- Airlines/Airports
- Cruise lines
- Corporate and research libraries
- School and public libraries
- Hospitals/Laboratories
- Religious and volunteer organizations
- International organizations
- Social Service agencies
- Pre-schools
- K-12 schools
- Professional language schools
- English language institutes

Start a Strategic Plan:

**General:**

1. Plan to attend a study-abroad program
2. Develop office skills such as typing, organizing and working with computers.
3. Read international newspapers to keep up with overseas developments.
4. Develop good oral and written communication skills by volunteering and maintaining correspondence with Spanish speakers.
5. Brush up on your knowledge of geography.
6. Choose an additional academic area of study to supplement the foreign language, preferably one that requires a high degree of technical skill.
7. Related courses to study include geography, history, civilization, foreign relations, international law and world economics.
8. Study and practice your foreign language skills by reading foreign newspapers, magazines and books.
9. Watch foreign movies and listen to foreign broadcasts to keep up your fluency.
10. Volunteer your language skills to churches, community organizations and programs that work with people who speak your target language.
11. Participate in summer programs, co-ops and internships to improve your skills.
12. Pen pal with a correspondent from a foreign country.

**For the Hospitality Industry and Travel:**
13. Spend some time abroad to learn the traditions of fine dining, wines, etc.
14. Take courses in hotel/restaurant administration.
15. Get a part-time job in a hotel or restaurant to gain experience.
16. Contact airline headquarters or call the Future Aviation Professionals of America (1-800-JET-JOBS) to find employment opportunities.

**Teaching:**
Learn state certification processes for teaching.
Develop superior written and oral communication skills in the English language including proper sentence structure and comprehensive vocabulary.
Minor or double major in another subject that you could also teach.
Investigate teaching English in another country.
Get part-time jobs teaching English as a second language.
Volunteer with government programs such as Peace Corps or VISTA, or local organizations.

**Government:**
Notify local hospitals, schools, emergency services and chambers of commerce of your availability to translate or interpret for international visitors.
Consider learning another foreign language such as: Arabic, Chinese, French, German, Hebrew, Italian, Japanese, Portuguese, or Russian.
Contact professional associations and read their publications to find out about job opportunities.
Look through newspaper want-ads to get an idea of jobs in which knowledge of a foreign language is useful.
Learn federal, state and local job application procedures.
Join the armed forces as a way to get experience, study abroad for a semester, or travel on your own.
Plan to take both written and oral examinations to become an interpreter.

**Communications:**
Learn about the customs and culture of the Hispanic world including literature, art, history, music and politics.
Read international newspapers to keep up with developments overseas.
Find out which companies do business with the countries in which your language of study is spoken.
Consult resources such as the Directory of Foreign Firms operating in the U.S., Directory of American Firms Operating in Foreign Countries, and American Register of Exporters and Importers.
Supplement coursework with business classes.
Plan to get a graduate degree to teach in colleges or universities.
Get experience by becoming a teaching assistant or teacher’s aide.
Specialize in an area of research.

Translation:
Plan to pursue further studies in Spanish, either in graduate school, the Foreign Service Institute, or another language school in the U.S. or overseas.
Travel to a Spanish-speaking country or study abroad in international exchange programs to attain maximum fluency.

Professional Organizations and Associations for Spanish Majors:
American Association of Language Specialists
PO Box 39339
Washington DC 20016-9339

American Translators Association
225 Reinekers Lane Suite 590
Ossining, NY 10562
http://www.atanet.org

National Federation of Modern Language Teacher Association
1933 N. Fountain Park Drive
Tucson, AZ 85715

American Society of Interpreters
PO Box 9603
Washington DC 20016
(703) 998-8636

American Council on the Teaching of Foreign Language
6 Executive Plaza
Yonkers, NY 10701-6801
http://www.actfl.org

Modern Language Association
10 Astor Pl.
New York, NY 10003-6981
http://www.mla.org
www.rileyguide.com/internat.html

College and University Faculty from the Occupational Outlook Handbook
http://stats.bls.gov/oco/ocos066.htm

Lat Pro
www.latpro.com/index.php

Trabajos (in Spanish)
www.trabajos.com

Peace Corps
www.peacecorps.gov/home.html

TEFL.net...Because you teach English
http://www.tefl.net/

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## FOREIGN LANGUAGE
### What can I do with this major?

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<td><strong>GOVERNMENT</strong></td>
<td>Federal government organizations including: Overseas aid agencies Intelligence and law enforcement agencies: Federal Bureau of Investigation Central Intelligence Agency Drug Enforcement Administration Department of State Homeland Security including: US Customs and Border Patrol US Citizenship and Immigration Services Department of Defense including: US Armed Forces National Guard National Security Agency Department of Commerce Agency for International Development (USAID) Peace Corps, VISTA, Americorps Library of Congress Voice of America US District Courts</td>
<td>The government is one of the largest employers of people with foreign language skills. Consider studying a critical need language for the greatest number of opportunities. Complete an internship with a federal agency and maintain a high GPA to be a more competitive candidate. Learn government job application procedures. Plan to apply early and inquire frequently about job vacancies. Review special hiring authorizations to be hired and to advance more quickly. Participate in campus organizations and activities that promote interaction with international students. Attend a specialized school that teaches foreign languages for additional training. Live abroad and gain knowledge of politics and economics to prepare for a career in this field. Increase knowledge of geography, history, and international affairs. Join the armed forces as a way to get experience. Consider earning a graduate degree for more job opportunities.</td>
</tr>
<tr>
<td><strong>INDUSTRY AND COMMERCE</strong></td>
<td>Banks and financial institutions Import/Export companies International companies including: Foreign firms operating in the US US firms operating in foreign countries Manufacturers Retail stores Environmental firms Consulting agencies</td>
<td>Supplement coursework with business classes or earn a business minor. Develop international competency by living and working abroad and by interacting with international students on campus. Get involved in student organizations and seek leadership roles. Research which companies do business with the countries in which your language of study is spoken.</td>
</tr>
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</table>
### Industry and Commerce Continued

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<tr>
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<th>Strategies</th>
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</thead>
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<tr>
<td>Operations Management</td>
<td>Sports organizations</td>
<td>Be prepared to start in a position in the US working for a firm with an overseas presence. Very few entry level positions are available in international business.</td>
</tr>
<tr>
<td>Consulting</td>
<td>Telecommunications companies</td>
<td>Some jobs will require graduate degrees in fields such as business, law, or related areas.</td>
</tr>
<tr>
<td>Importing/Exporting</td>
<td>Computer and software firms</td>
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<tr>
<td>Administrative Services</td>
<td>Advertising agencies</td>
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<tr>
<td>Advertising and Marketing</td>
<td>Professional associations</td>
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<tr>
<td>Human Resources</td>
<td>Law firms</td>
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<tr>
<td>Law</td>
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### Travel and Tourism

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<tbody>
<tr>
<td>Translation/Interpretation</td>
<td>Tour and excursion companies</td>
<td>Take courses in hotel/restaurant administration or recreation and tourism management.</td>
</tr>
<tr>
<td>Airline Services</td>
<td>Travel agencies</td>
<td>Get a part-time job in a hotel or restaurant to gain experience.</td>
</tr>
<tr>
<td>Management</td>
<td>Hotels/Motels</td>
<td>Spend some time abroad to learn about various cultures and traditions.</td>
</tr>
<tr>
<td>Booking and Reservations</td>
<td>Resorts</td>
<td>Brush up on your knowledge of geography.</td>
</tr>
<tr>
<td>Travel Services/Guidance</td>
<td>Restaurants</td>
<td>Consider attending a travel and tourism school.</td>
</tr>
<tr>
<td>Ecotourism</td>
<td>Airlines/Airports</td>
<td>Develop office skills such as working with computers.</td>
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<td></td>
<td>Cruise lines</td>
<td>Show an attention to detail.</td>
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<td>Railroad</td>
<td>Read international newspapers to keep up with overseas developments.</td>
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<td>Bus lines</td>
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<td>Convention centers</td>
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<td>Chambers of commerce</td>
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</tbody>
</table>

### Interpretation/Translation

<table>
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<tr>
<th>Areas</th>
<th>Employers</th>
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</thead>
<tbody>
<tr>
<td>Interpretation (Simultaneous &amp; Consecutive)</td>
<td>Freelance</td>
<td>Develop fluency in a second language. Seek out any opportunity to converse with native speakers to better learn the language.</td>
</tr>
<tr>
<td>Business</td>
<td>Educational services</td>
<td>Learn a third language for increased job opportunities. Some languages such as Middle Eastern or Asian ones are in more demand than others.</td>
</tr>
<tr>
<td>Conference</td>
<td>Business services</td>
<td>Gain experience through internships or volunteering.</td>
</tr>
<tr>
<td>Escort/Guide</td>
<td>Government agencies</td>
<td>Seek certification or accreditation from an interpretation/translation organization.</td>
</tr>
<tr>
<td>Judiciary (Court)</td>
<td>Healthcare organizations</td>
<td>Being bilingual does not automatically qualify one to serve as an interpreter or translator.</td>
</tr>
<tr>
<td>Translation</td>
<td>International organizations</td>
<td>Learn to listen to one language while speaking another at the same time.</td>
</tr>
<tr>
<td>Legal</td>
<td>Nonprofit and social service organizations</td>
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<tr>
<td>Literary</td>
<td>Courts</td>
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<tr>
<td>Localization</td>
<td>Publishers</td>
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<tr>
<td>Machine</td>
<td>Libraries</td>
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<tr>
<td>Medical</td>
<td></td>
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<tr>
<td>Technical</td>
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</tbody>
</table>
Develop aptitude with computers and the Internet. Interpreters and translators who have expertise in a particular area such as law or medicine may find more opportunities.

Develop skills in negotiation.

Learn to work well under stress.

Most people who work in this field freelance. Show ability, initiative and motivation as this is a very competitive field.

**SERVICE AND EDUCATION**

<table>
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<tr>
<th>AREAS</th>
<th>EMPLOYERS</th>
<th>STRATEGIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Translation/Interpretation</td>
<td>K-12 schools, public and private</td>
<td>Obtain state teacher licensure for K-12 teaching.</td>
</tr>
<tr>
<td>Teaching</td>
<td>Universities/Colleges</td>
<td>Earn a graduate degree for college or university teaching opportunities.</td>
</tr>
<tr>
<td>Tutoring</td>
<td>Pre-schools</td>
<td>Develop superior written and oral communication skills in the English language including proper sentence structure and comprehensive vocabulary.</td>
</tr>
<tr>
<td>Educational Administration Including: Student Affairs</td>
<td>Professional language schools</td>
<td>Minor or double major in another subject that you could also teach.</td>
</tr>
<tr>
<td>Study Abroad Programs</td>
<td>English language institutes</td>
<td>Get experience as a teaching assistant or tutor.</td>
</tr>
<tr>
<td>International Houses or Cultural Centers</td>
<td>Overseas dependents' schools</td>
<td>Become familiar with the cultural base of your language (literature, art, politics, etc.) as well as with cultural traditions.</td>
</tr>
<tr>
<td>International Student Services</td>
<td>Foreign study exchange programs</td>
<td>Consider teaching English as a foreign language (overseas). Research courses and certifications for teaching English to non-native speakers.</td>
</tr>
<tr>
<td>Linguistics</td>
<td>Libraries</td>
<td>Volunteer with government programs such as VISTA or community programs such as ESL classes.</td>
</tr>
<tr>
<td>Civil Service</td>
<td>Adult education programs</td>
<td>Work abroad through volunteer programs or missions.</td>
</tr>
<tr>
<td>Social Work</td>
<td>Religious and volunteer organizations</td>
<td>Plan to take both written and oral examinations to become an interpreter.</td>
</tr>
<tr>
<td>Mission Work</td>
<td>International organizations</td>
<td>Notify local hospitals, schools, and chambers of commerce of your availability to translate or interpret for international visitors.</td>
</tr>
<tr>
<td>Library Science</td>
<td>Law enforcement agencies</td>
<td>Earn a graduate degree in a field of speciality, e.g. Student Affairs Administration, counseling, or law.</td>
</tr>
<tr>
<td>Health Services</td>
<td>Social service agencies</td>
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<tr>
<td>Counseling</td>
<td>Nonprofit organizations</td>
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<tr>
<td>Nonprofit or Public Interest Law</td>
<td>Hospitals</td>
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</tbody>
</table>
GENERAL INFORMATION

- Choose an additional academic area of study to supplement the foreign language, preferably one that requires a high degree of technical skill. Most people with foreign language ability use those skills to assist them in a different career field such as business, education, journalism, law, etc.
- Choose which language and culture appeals to you most. Consider the level of foreign language ability you will need to acquire for success in your career.
  Possible languages to study: Spanish, German, French, Russian, Japanese, Chinese, Italian, Hebrew, Arabic, and Portuguese. Some languages will offer more job opportunities than other languages in various industries or geographic locales.
- Related courses to study include geography, history, civilization, foreign relations, international law, and world economics.
- Plan to attend a private language institute to learn additional languages and cultures.
- Travel to a foreign country or study abroad in international exchange programs to develop your language skills and international/intercultural competency.
- Study and practice your foreign language skills by reading foreign newspapers, magazines, and books.
- Seek opportunities to interact with international students on your campus or members of your local community. Host international students, join relevant student organizations, and participate in international campus events.
- Watch foreign movies and listen to foreign broadcasts to maintain your fluency.
- Volunteer your language skills to churches, community organizations, and programs that work with people who speak your target language.
- Correspond with someone from a foreign country.
- Contact professional associations and read their publications to learn about job opportunities.
- Research job postings on the Internet to get an idea of jobs in which knowledge of a foreign language is useful.
- Participate in summer programs, co-ops, and internships to improve your skills.
- Network with others in the field to learn about job opportunities.
- In general, international positions are competitive and difficult to obtain. Be very proactive in developing the skills and experiences international employers seek.
- Get your foot in the door in domestic positions because many international employers promote current employees into international ones.

AREAS

<table>
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<th>ARTS, MEDIA, ENTERTAINMENT</th>
<th>EMPLOYERS</th>
<th>STRATEGIES</th>
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</thead>
<tbody>
<tr>
<td>Advertising and Marketing</td>
<td>Museums</td>
<td>Learn about the customs and culture of the country in which your language of study is primarily spoken.</td>
</tr>
<tr>
<td>Translation/Interpretation</td>
<td>Foreign news agencies</td>
<td>Supplement coursework with related classes such as journalism, photography, art, etc.</td>
</tr>
<tr>
<td>Journalism/Broadcasting</td>
<td>Book publishers</td>
<td>Spend time studying or working abroad.</td>
</tr>
<tr>
<td>Photography</td>
<td>Newspapers</td>
<td>Complete one or more internships in your field of interest.</td>
</tr>
<tr>
<td>Writing</td>
<td>Magazines</td>
<td>Work at campus and local newspapers or radio and television stations.</td>
</tr>
<tr>
<td>Publishing/Editing</td>
<td>TV networks</td>
<td>Read international newspapers to keep up with developments overseas.</td>
</tr>
<tr>
<td>Public Relations</td>
<td>Radio stations</td>
<td>Listen to foreign broadcasts.</td>
</tr>
<tr>
<td>Performing</td>
<td>Film companies</td>
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<tr>
<td>Film Making</td>
<td>Recording companies</td>
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<tr>
<td>Museum Work</td>
<td>Internet media companies</td>
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<td></td>
<td>Advertising firms</td>
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</tbody>
</table>

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