

“So You’re A History Major...”

Internship Opportunities Presentation

Phi Alpha Theta – Fall ‘22



Why does work experience matter?

- Allows you to expand your skills and knowledge
- Helps you figure out what you want to do after undergrad
- Makes you a much desirable employee
- **Work ≠ Academia**



Campus Resources

Humanities Professional Resource Center

- 105 Gregory Hall

Major/Minor Department Newsletter/Emails

Professional/Honor Societies

- Phi Alpha Theta (us!!!)

The Career Center

- 715 S. Wright Street

Career Fairs

- Gies
- LAS & ACES

Handshake and other online resources

What do you need when applying?

- A resume
- Cover letter
 - IF REQUIRED
- References
 - IF REQUESTED
- Your best, true self

Resume Tips

DO:

- Keep resume at one page
- Adjust space and headers
- Use action words
- Have proper tenses for descriptions and experiences
- Quantify your descriptions

DON'T

- Mention high school activities before junior or senior year at most
- Don't use different colors and fonts

Example Resume

- Have your name and contact information up top
- Make sure the description stretches to fill the whole width of the page
- Have consistent formatting throughout

JooEun Li

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EDUCATION

University of Illinois at Urbana-Champaign

Bachelor of Arts in International Studies with a Minor in Business

- Leadership Certificate

May 2015

Major GPA 3.57/4.00

Completed: May 2014

Oakton Community College, Des Plaines, IL

Associate of Arts in Global Business Studies

May 2012

GPA: 3.92/4.00

INTERNATIONAL EXPERIENCE

International Business Immersion Program

Participant

Munich, Germany

May 2014

- Analyzed the firm, channel, and industry dynamics within the European agricultural food sector
- Expanded global perspective through speaking with top management, touring farms and factories

IES Shanghai Study Abroad Center

American-Chinese Student Liaison

Shanghai, China

January 2013-May 2013

- Facilitated and hosted several roundtable sessions between American and Chinese students on topics such as comparative political thought and disparities in philosophical traditions
- Adjusted to cultural differences during the planning phases by utilizing a step-by-step approach, allowing both sides to first understand and then solve an issue

WORK EXPERIENCE

Busey Hall University Housing

Resident Advisor

Urbana, IL

August 2013-May 2015

- Cooperated with 11 Resident Advisors, 3 Program Advisors and the Multicultural Advocate to plan community programs
- Developed events to educate students about various opportunities and resources available on campus
- Co-hosted "Health Sundays", a weekly program designed to educate over 500 resident hall members about matters concerning health awareness

Illinois State Board of Education

Research Assistant

Springfield, IL

June 2014-August 2014

- Devised methods and researched data for further studies of language development
- Transcribed relevant data for the primary researchers, interacted daily with research subjects, and assisted facilitators in the experiments by responding to pressing requests

ACTIVITIES

Illini Union Board

Committee Chair for Diversity

Urbana, IL

November 2014-May 2015

- Organized and facilitated monthly conferences for 100-300 students that encouraged an appreciation for diversity
- Chaired a committee of 6-10 members by guiding them on advertising programs on campus

University of Illinois Buddy Program

Active Member

Urbana, IL

August 2013-May 2014

- Communicated with incoming freshmen through the year to facilitate smooth transition into the University
- Served as a peer mentor for over 15 students and provided advice and insight based on personal experiences

SKILLS

Languages: Mandarin (Fluent), French (functional)

How to Present RSO Involvement In an Resume:

**Illinois
Undergraduate
History Journal**

“Solicited
submissions for
History research
papers”

“Applied critical
analysis of
argumentative text”

“Collaboratively
edited submissions
for bi-annual
publication”

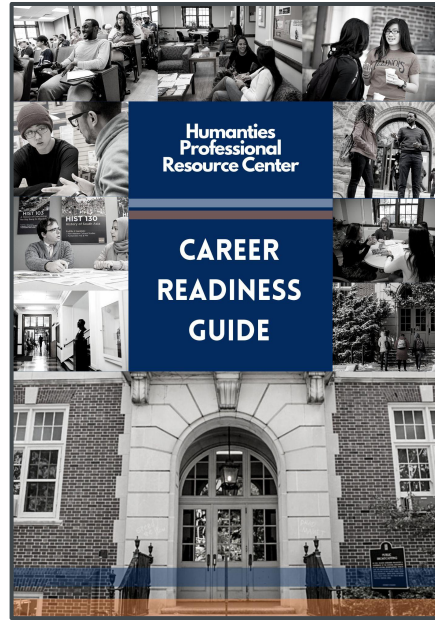
**Notice past
tense!**

**Present not just
your duties, but the
skills that are
transferable!**



HPRC Intern - Gabi

- Feb – Oct 2020
- Worked under ATLAS and HPRC as communications specialist
- Research + Graphic Design experiences
- Learned about career opportunities as a humanities major



Pre-Career Exploration

Career paths are not always linear, sometimes it skips around or pushes towards a messy pass. It is usually a stumble, you need to feel if it is right for you or not.

It is important to adapt to other experiences. Maybe a career you have been interested in does not fit, but other opportunities allows you to learn more about yourself.

Start Doing

- Have conversations about career decisions and explore options.
- Informational Interviewing is the best option to explore careers.

Informational Interviews are an opportunity to look into career choices. You have the chance to talk to people currently working in fields of interests you're studying, chance to learn more about a specific career. You may discover responsibilities, rewards and problems in a specific career area.

Interview expectations:
You ask the questions. The purpose is to obtain information, not get a job. Arrange the interview by contacting them by email, phone or a mutual set-up. The interview should last 30 minutes to an hour.

Preparing for the Interview: Make sure to research about the company and occupation beforehand, and make sure to ask relevant questions.

Examples:

- Can you describe a typical workday?
- What's the best educational path to get into this career?
- What jobs and experiences got you this position?
- What part of your job do you enjoy?
- Could you name some of the duties you have?
- Is there anything changing in this field?
- Do you have any advice to give to someone interested in this field?

Day of the interview:
Confirm the appointment and clarify any directions. Plan to arrive 10-15 minutes early. Dress appropriately and show enthusiasm. Be prepared to answer questions if they ask. Make sure to always send a thank-you note after the informational interview.

To explore more options with Pre-Career Exploration:

- LAS Life + Career Design Lab
<https://las.illinois.edu/life/careerdesignlab>
- Illinois Leadership Center
<http://leadership.illinois.edu/>
- Strengths Quest
<https://www.strengthsquest.com/home.aspx>
- EPICS program under the Career Center
<https://www.careercenter.illinois.edu/service/epics>
<https://epics.illinois.edu/>
- The Career Center
<https://www.careercenter.illinois.edu/>

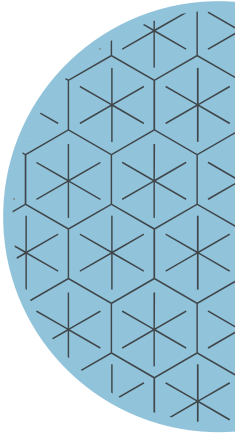
Polish Museum of America Intern - Gabi

- Jun – Aug 2021
- Worked with handling the military uniform collections at PMA
- Museum work experience
- Figured out what I wanted to do with my major



Field Museum of Natural History

- Museum work (pays well)
- Work with researchers or anthropologists
- See how a museum functions
- Education track
 - Work with kids



Joliet Township Government

- Summer 2022
- Ran social media/helped with marketing
- Assisted in daily office paperwork
- Attended community events
- Spent a week at Animal Control
- Presented research about townships within Will County to Township Trustees



Gilder Lehrman

Collections Metadata Intern

- June 2022–June 2023
- Edited and Uploaded American History Primary Sources all summer
- Experience in Digital Museum and Collection work
- Efficient in PastPerfect Software and now learning Argus
- Writing and Critical Thinking Skills further developed
- Met Famous Historians like Eric Foner

