CAREERS FOR MODERN LINGUISTS

Introduction
This sheet should be used in conjunction with the Careers Service website www.bath.ac.uk/careers. Pick up a copy of our University of Bath careers guide from the Careers office or view online at www.bath.ac.uk/students/careers/information-resources/bath-guide.bho.

What jobs do Modern Languages graduates do?
Modern Languages graduates find employment in business, UK and European government, engineering, financial services, media, technology, travel and tourism, and the voluntary and charitable sector. There are a small number of jobs where languages are the main requirement e.g. Interpreter, Translator, Teacher. There are other jobs such as working for the Foreign and Commonwealth Office (FCO), in UK Government in Europe related policy areas or in the European Institutions, as well as the Travel and Tourism industry, where your language skills will be useful. However, there are many more roles where languages are a complementary rather than a key skill. Businesses and other organisations require people to work across international offices or with non-English speaking customers or clients via business functions like marketing, sales, supply chain management, customer support or consulting, so languages, amongst other skills, will be valued. Roles that require strong communication skills like PR, Events Management, Media and Lobbying might also suit the linguist especially where the business is focused outside of the UK. For a general overview read this guide: https://targetjobs.co.uk/careers-advice/career-planning/435032-using-your-language-skills.

In the latest national data available (2015 graduates), Languages graduates were more likely to be working overseas than graduates from any other subject (9.9% compared to just 1.8% of graduates from all subjects). They also have higher numbers that go onto further study (18.8% compared to 13.1% of all graduates). These graduates also had the highest upper limit to the salary range of the subjects within the Arts and Humanities subjects, at £25,100. This may reflect the falling numbers of Language graduates in the UK and the fact that employers may be prepared to pay a premium for this skill. In terms of type of work, the largest proportion of languages graduates were employed in the UK as marketing, PR and sales professionals (17.0%), followed by business, HR and finance professionals (16.7%). See What do graduates do?

What do Bath ESML graduates do?
Every year we collect information on what Bath graduates are doing approximately six months after graduation. Go to www.bath.ac.uk/students/careers/choose-a-career/what-our-graduates-do for the full details. You will be able to see three years of data. For jobs this includes employer’s name and the job title. Data collected also includes further study graduates have gone on to do.
Typical jobs over the past couple of years have included:
Accountant, Advertising Account Manager, Business Consultant, Communications Coordinator, Digital Capability Manager, Event Manager, Graduate Hotel Management Trainee, HR Administrator, Interpreter, Investment Banking Analyst, International Sales Coordinator, Bi-lingual IT Analyst, IT User Support, Language Teacher (non-UK), M & A Analyst, Marketing Analyst, Marketing Manager, Publishing Editor, RAF Officer Trainee, Recruitment Consultant, Retail Banking Management Trainee, Sales Co-ordinator, Starting own Business, Teacher, Transport Manager.

Postgraduate courses taken by past ESML graduates have included:
MA: History of International Relations (LSE), Human Rights (UCL), International Relations (LSE, UCL), Interpreting and Translating (Bath), Vocational : PGCE (Teaching) (Edge Hill, Bath Spa, East Anglia, Oxford, St Edwards Consortium, St Mary’s),

Be aware of your employability
Thinking about what you want to do isn’t just about looking at what other people have done or what careers linguists can go into. You also need to think about yourself. You’ve got loads of skills which employers want: high level ability to communicate, working with others, organising and taking responsibility and problem solving. Your course, vacation work, year abroad, interests and achievements will or have all contributed towards developing these and other skills. These skills, along with the ability to manage your career and successfully apply for jobs and courses, are the key to your future success. To find out more about developing your employability check our website: www.bath.ac.uk/students/careers/choose-a-career/employability.

Articulate your skills
Articulating the value of your degree is as important as being able to talk about skills you have gained from work experience and extra-curricular activities. As a Modern Languages graduate you will have a high level of intellectual and linguistic skills. Employers will value your analytical and critical skills drawn from your study of politics and culture, as well as linguistic contexts, history, geography, social or economic structures. Your appreciation of international diversity and cross-cultural connectedness will enhance your ability to communicate and to work creatively and flexibly with others, especially within organisations which recruit widely and have international customers and clients. Your curiosity and openness towards other cultures, as well as your experience of them, makes you self-reliant, adaptable and flexible. Languages are a medium of understanding, communication and expression which will mean you are likely to be successful at working in teams and in roles which require a high level of communication and interpersonal skills. Check the relevant QAA Subject Benchmark Statement at: www.gaa.ac.uk/en/Publications/Documents/SBS-Languages-Cultures-and-Societies-15.pdf.

Improve your commercial awareness
Modern Languages students at Bath tend to underrate their capabilities to get into business careers when they compare themselves with other students on campus such as those taking management subjects. Your biggest gap may be your commercial awareness, but you can work on this. Commercial awareness is an understanding of what makes an organisation successful and the factors that influence success. You can develop your knowledge by:

- Reading newspapers, journals (e.g. Economist) and specialist press for the sector. Check Sunday papers for a summary of the week’s news. Check the BBC business news website regularly www.bbc.co.uk/news/business. Remember that political issues have an impact on the commercial world too.
• Check the BBC website for business/money related content on TV and radio [www.bbc.co.uk/search/?q=business](http://www.bbc.co.uk/search/?q=business), or follow their key correspondents on social media. Alternatively use BOB National [http://bobnational.net](http://bobnational.net) which is a shared online off-air TV and radio recording service for UK higher and further education institutions. The University subscribes to this.

• The Gateway online business magazine aimed at students [http://thegatewayonline.com](http://thegatewayonline.com).

• A basic business textbook – check the University library.

• Downloadable graduate employer research check sheet [https://targetjobs.co.uk/sites/targetjobs.co.uk/files/public/Graduate-employer-research-checklist.pdf](https://targetjobs.co.uk/sites/targetjobs.co.uk/files/public/Graduate-employer-research-checklist.pdf).

• Books available in the Careers Service Information Room: *Commercial Awareness* 2015/16 and *Know the City* 2015/16 by Christopher Stoakes.

• Ask employers at presentations and careers fairs what issues their business is facing.

• Check out relevant professional bodies or associations related to your sector of interest. Can you join? What news items do they have on their website?

• Think about your own work experience. What did you learn about the business you worked in? Did it do well, if so why? How could it have improved? What was the management like? How effective was it?

If you want to apply to businesses then, once you have identified some employers you would like to apply to, you need to do some research. Ask yourself these questions:

• What is the organisation there to do? (e.g. make a profit, manufacture products, provide a service)
• How is the business organised? Who are the key stakeholders?
• Who are its customers? What are its products/services? How well does it market itself?
• What are its costs or overheads?
• Who are its suppliers?
• Who are its competitors?
• How is the current economic and political climate affecting them?
• How responsive is the organisation to change?
• What are the commercial and political risks to the business?
• How does legislation or regulation affect the business?
• Which issues will have an impact on the business? e.g. new technology, stock market, office/client/customer location.

Use this information to carry out a SWOT (Strengths, Weaknesses, Opportunities, and Threats) or a PESTLE (Political, Economic, Social, Technological, Legal, Environmental) analysis of their business. This will help you feel confident in your applications and interviews and enable you to demonstrate your commercial awareness.

Sometimes there are commercial awareness skills training sessions on either the Careers Service Skills Development Programme or the SU Skills Programme. There are also a number of societies within the SU with a business focus that you could get involved in or you could try some of the SU Enterprise activities.
Thinking about your future

Thinking about your future is a process and you will not suddenly wake up one day knowing what you want to do, so build in some time to explore your options before you progress on to applications. Being aware of what you are good at, what you enjoy, what is important to you, how you like to work, all contribute to choosing a career. Finding out what jobs are out there is another part of the jigsaw. Dipping your toe into some self-reflection and careers research in your first and second years could mean you will be better prepared to get on with applying for jobs when you return from your year abroad.

There is no doubt the earlier you get started in thinking about your future career, the better use you can make of your time at University. For example choosing appropriate modules, gaining work experience, developing your skills through extra-curricular activities are just a few of the things that can help you. By thinking ahead you hopefully won’t discover a yawning gap on your CV: www.bath.ac.uk/students/careers/choose-a-career/employability

I’m not sure which career to choose

In some occupations, such as language teaching or working as a translator, languages are central to the job. Whilst for other jobs your language skills could be an asset but getting the job could be more reliant on your skills and personal qualities. Don’t just focus on your language ability. Check out resources listed in this guide and try to understand more about how you can use languages in a job.

Take time to explore other factors like your values and strengths. Think about what energises you and what de-motivates you. For more general help on self-assessment look at the Choose a career section of our website: www.bath.ac.uk/students/careers/choose-a-career.

Combine this with talking to a Careers Adviser so you can start to get some ideas to explore. To find out how you can access this support see our website: www.bath.ac.uk/students/careers/one-to-one. Ideally do not leave this until your final year but don’t be put off seeking help if you are in your final year.

I think I’d like to be a …

Having a few ideas of jobs which interest you is also a good starting point. You should spend some time finding out more about them. Look at:

- Our information resources for occupational research: www.bath.ac.uk/students/careers/information-resources/catalogue/occupational
- Bath Connection provides access to Bath alumni willing to talk to you about their jobs: www.bath.ac.uk/students/careers/choose-a-career/bath-connection.
- Our Events programme during Semester 1 and Semester 2 which you can book via http://myfuture.bath.ac.uk.
- Employer and job role research helpsheet to download: www.bath.ac.uk/students/careers/docs/research.pdf.

I’m thinking about further study

Some occupations will require further study before you can enter them or, if you are thinking of an academic or research career, then you will require a PhD. There are many courses at a postgraduate level and it would be a good plan to find out the benefits to your career before applying. The Careers Service website has a useful section on further study: www.bath.ac.uk/students/careers/find-further-study.
Also, you can discuss further study options in your department with the relevant staff there. Alternatively, there may be courses in other departments at Bath where you can get information and advice, e.g. the School of Management, if you wanted to take a business masters.

If you would like to continue your studies outside the UK, start looking earlier than your final year as the timetable may be different. If you are planning on studying in the country where you are spending your year abroad then it would be a good idea to check things out while you are there.

At the same time as planning where and what to study you need to think about how you will fund it. Applications for postgraduate study are different to your UCAS applications. In many cases you will make individual applications to institutions however there are a few professional qualifications where you will still find a clearing house system.

As well as providing feedback on a CV, Careers Advisers will do the same for postgraduate study applications.

**I want to work abroad**

In theory you can work anywhere in the world however, in practice, so much will depend on certain factors such as the local employment market, different educational requirements, work permits and immigration procedures. Having said that, many businesses are global and so there are often chances to work overseas by joining an international company through your own country office. There are some companies that offer European Graduate Schemes which involve starting your job outside the UK straight away. Some past examples of these include:

- Berenberg Bank International Graduate Programme
- Cargill European Graduate Programme
- Diageo Global Graduate Programme
- E.ON Graduate Program
- Goodyear Dunlop European Graduate Programme
- Heineken International Graduate Programme
- Inter-Continental Hotels European Graduate Programme
- Kraft Heinz
- Mars European Procurement Leadership and European Finance Programme
- Nestle International Programmes
- Novo Nordisk various Global and European Grad Schemes
- Red Bull European Graduate Programme
- Siemens Graduate programme includes one or two overseas placements
- TJX Europe (TKMaxx) European Graduate Programme
- TUI Group International Leadership Programme
- RWE International Graduate programme

You'll have to check availability of these yourself as this is based on research from past years of recruitment. You could also google “European Graduate Programme”.

If you want to work in a particular country then you will still have to work out what kind of role would interest you and then research opportunities within that country. Use the Careers Service website section on *Working internationally* [www.bath.ac.uk/students/careers/find-a-graduate-job/international](http://www.bath.ac.uk/students/careers/find-a-graduate-job/international) for resources.
Useful websites for linguists
In addition to resources already mentioned here is a selection of sites that cover some of the more obvious career areas. If you are interested in a career not covered here then you should get in touch with us and we should be able to recommend sources to you. Make sure you explore the Careers Service website: www.bath.ac.uk/careers.

General
- Targetjobs http://targetjobs.co.uk/careers-advice/working-abroad

Translating and interpreting
Though the terms interpreting and translating are often used interchangeably, these professions are different. There are many differences between the training, skills, and talents needed for each so use some of the resources listed here to find out more. The University of Bath has internationally recognised postgraduate courses in these areas.
- Association of Translation Companies gives a listing of translation companies: www.atc.org.uk.
- Institute of Linguists - Institute of Linguists offers vacancy listing and info on qualifications available: www.ciol.org.uk.
- Institute of Translation and Interpreting – see About the Industry: Advice to Newcomers for careers info sheets, www.iti.org.uk.
- International Association of Conference Interpreters offers careers info, lists of courses: http://aiic.net/careers.
- EU Directorate General for Interpretation: http://ec.europa.eu/dgs/scic. The DG Interpretation does not provide trainee interpreter positions but has close links to a number of interpreter schools of which Bath is one: http://ec.europa.eu/dgs/scic/docs/cooperation/list_universities_europa.pdf.
- EU Directorate General for Translation: http://ec.europa.eu/dgs/translation. The DG for Translation offer Translation internships for graduates lasting 5 months twice a year in March and October. Deadlines are August and February respectively.

Language assistants

Government
- Civil Service Fast Streams usually opens end September. Register your Interest www.gov.uk/government/organisations/civil-service-fast-stream. Main closing date 30th November
- Other routes GCHQ (Language & Culture Specialists), Mi5 (Language Intelligence Analysts) and Mi6 (Language Specialists) UK citizens only
- FCO is mainly Fast Stream. Other routes www.gov.uk/government/organisations/foreign-commonwealth-office/about/recruitment.
- Non Fast Stream jobs for graduates https://civilservicejobs.service.gov.uk. Many good opportunities to work at a graduate level.
- Careers Blogs http://blogs.bath.ac.uk/careers/tag/civil-service/.
A Career in the EU Institutions (graduate recruitment scheme usually runs from February/March every couple of years: [http://europa.eu/epso](http://europa.eu/epso) (Last recruitment in March 2017). At time of writing this remains an option but with UK exit from EU this option will be closed to non-EU citizens.

There are a variety of traineeships for a period of five months within the EU [http://europa.eu/epso/apply/how_apply/trainees](http://europa.eu/epso/apply/how_apply/trainees).

Teaching in schools and HE

- The Teaching Agency website: [https://getintoteaching.education.gov.uk](https://getintoteaching.education.gov.uk)
- TARGET postgrad [http://targetpostgrad.com/study-areas/teaching](http://targetpostgrad.com/study-areas/teaching)
- An academic career [www.academiccareer.manchester.ac.uk](http://www.academiccareer.manchester.ac.uk)

Recruitment agencies

There are a number of specialist recruitment agencies for linguists. Here are a few which have been around for a while but are not recommendations and not a complete list. For more Google “language recruitment agencies”. Advice on using recruitment agencies is on our website: [www.bath.ac.uk/students/careers/find-a-graduate-job/intermediaries](http://www.bath.ac.uk/students/careers/find-a-graduate-job/intermediaries).

- iAgora [www.iagora.com](http://www.iagora.com) international jobs and internships
- ABL formerly Appointments Bi-Language [www.ablrecruitment.com](http://www.ablrecruitment.com)
- Bilingual People [www.bilingualpeople.com](http://www.bilingualpeople.com)
- Corinium Language Associates [www.coriniumlanguage.co.uk](http://www.coriniumlanguage.co.uk)
- Euro London Appointments [www.eurolondon.com](http://www.eurolondon.com) (Bath graduate works here)
- French Recruitment [www.frenchrecruitment.co.uk](http://www.frenchrecruitment.co.uk) help students with fluency in French to find a job at the end of their studies in the UK.
- The Language Business [www.languagebusiness.co.uk](http://www.languagebusiness.co.uk)
- The Language Export Centre [www.lxcentre.co.uk](http://www.lxcentre.co.uk)
- Lingua-jobs [www.lingua-jobs.com](http://www.lingua-jobs.com)
- Multilingual Vacancies [www.multilingualvacancies.com](http://www.multilingualvacancies.com)
- Top Language Jobs [www.toplanguagejobs.co.uk](http://www.toplanguagejobs.co.uk).

Further Resources

See also the following Careers Service helpsheets:

- International development, international organisations and international relations careers
- Politics careers, including working in Westminster and Europe
- Social policy, social sciences and sociology careers
- Working in the charity sector

All accessible from [www.bath.ac.uk/students/careers/information-resources/helpsheets](http://www.bath.ac.uk/students/careers/information-resources/helpsheets).

Your year abroad

We cannot emphasise enough the value of your year abroad to your future career. Many graduate recruiters are impressed by the personal development gained from time spent in another country. Whether you choose to study, work as a teaching assistant or on a work placement, the year abroad is a great opportunity to improve your spoken and written language ability, immerse yourself in another culture and gain work experience. Some of the other benefits you will gain include:
1. **Improved self-knowledge**
Your experiences will give you a clearer idea about your own strengths, what makes it easy for you to fit in, how you deal with challenges and what gives you a buzz.

2. **Improved knowledge, skills or competencies**
There is no doubt you will develop greater self-confidence, maturity, motivation and time management skills. Managing yourself and your life far away from family support brings self-management skills and resilience that an employer values in their employee.

3. **International outlook**
We live in a global economy and so most employers will value any overseas experience. While you are away you will have the opportunity to reflect on your own social and cultural assumptions thus gaining a global awareness. You will also develop lasting contacts with 'natives' of the country as well as improving your communication skills.

4. **Improved employability**
This will come if you take the time to gain awareness of another job market. If you want to return to the country to work in the future take time while you are there to find out about employment opportunities. Find out what companies/organisations are in the area and if there are any British subsidiaries. Network with the people you meet, ask them about their work. Use the time to set up short placements or visits.

5. **Improved application and interview examples**
You should have a wealth of experiences which you can draw on which will make your year out count on your CV and in applications forms. While you are away reflect regularly, asking yourself:
- What skills have I used?
- What has been successful about the experience?
- What difficulties have I faced and how did I tackle them?
- What did I learn about myself?
- What would I do differently another time?
- How will I update my CV with my new experiences?

You can still get help from us during your year abroad. If you have any queries then you should email us at careers@bath.ac.uk. Students who are on campus should come into the office if they wish to make an enquiry.

Careers Service
May 2017
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