

Business Jobs for Non-Business Majors

Entry Level Job Functions

Sales Representative; Analyst; Management Trainee; Executive Trainee; Account Representative; Administrative Assistant; Promotion Assistant; Assistant Buyer; Billing Assistant; Stock Broker; Sales Agent

Fields for Non-Business Majors

Insurance, Retail, Banking, Real Estate, Consulting, Fundraising, Public Relations, Computer-related, Human Resources, Finance, Non-Profits Organizations

Do you have business skills?

Yes! If you have telemarketed; operated a cash register; opened/closed a store; sold merchandise; trained new employees; supervised others; handled money; raised money; recruited members; used Excel, Access, etc.; dealt with a budget for an organization; operated your own business; delivered merchandise; ordered stock.

Internships

Search the internet for local, regional, and national internships. Investigate the internship directories in the Career Library. Pick up the Internship handout.

Web Sites and Resources

Blue Hen Careers: use the Career Services data base of jobs and internships to locate local, regional, and national internships <http://www.udel.edu/CSC/bluehencareers.html>

www.udel.edu/CSC/netresources.html

www.careers-in-business.com/

www.nationjob.com/hr Human Resources Jobs Page

www.opportunityknocks.org Jobs in the Non-Profit Sector

www.amanet.org/ American Management Association

www.careers-in-finance.com Jobs in Finance

www.aba.com/ American Bankers Association