

Technical Communications

What Can I Do With My Major?



RELATED CAREER TITLES *Search for potential careers/jobs with these position titles*

POSSIBLE POSITION TITLES

Technical Writer
Journalist
Science Writer
Social Media Specialist
Copywriter
Web Designer
PR Specialist
Marketing Coordinator
Medical Writer
Web Editor
Proposal Writer
Editor
Web Writer

INDUSTRIES

Oil and Gas
Education
PR and Marketing
Social Media
Medical Research
Law firms
Nonprofit Organizations
Publishing
Engineering & Science
Government
IT companies
Healthcare
Energy

What is Technical Communications?

The Bachelor of Science in Technical Communications prepares graduates to produce documents and communicate in digital and print formats, including professional applications for social media.

Graduates will:

- Design information for print and electronic formats.
- Produce materials that address real-world contexts.
- Create documents that meet the needs of diverse audiences
- Conduct effective research
- Use ethical standards in citation, visual design and language.

EXPLORE CAREER SPECIFIC WEBSITES

www.stc-houston.org/ | www.amwa.org/ | plainlanguagenetwork.org/ | www.prsa.org/ | www.iabc.com/careers.councilofnonprofits.org/ | missioncapital.org/careers/

PROFESSIONAL ORGANIZATIONS *Affiliate yourself with groups to network and learn about the field*

- ✓ Society for Technical Communication (STC)
- ✓ American Medical Writers Association (AMWA)
- ✓ Plain Language Association International (PLAIN)
- ✓ Public Relations Society of America (PRSA)
- ✓ American Society for Training & Development (ASTD)
- ✓ American Marketing Association (AMA)
- ✓ International Association of Business Communicators (IABC)

GRADUATE SCHOOL CONSIDERATIONS *Programs not offered at UHD

Master of Science in Technical Communication | Master of Arts in Rhetoric and Composition | Juris Doctorate (Law School)*
Master of Arts in Non-profit Management | Master of Business Administration | Master of Arts in Public Administration*
Master of Arts in Public Relations* | Master of Fine Arts in Creative Writing* | Master of Arts in Communication Studies*

COMMUNITY PARTNERSHIPS

For internship opportunities, please contact the program director at 713-221-8013

Interested in discussing your career path possibilities? Visit UHD Main Career Development Center, S-402 or call 713.221.8980

Writer A. Gator

Houston, TX • (999) 758-5555 • techcomm@email.com

SUMMARY (Optional)

___ (adj) college junior pursuing a ___ degree with a passion for/interest in ___. Excellent ___, ___, and ___ skills. Highly ___ with the ability to ___ and ___. (fill in blanks)

EDUCATION

UNIVERSITY OF HOUSTON-DOWNTOWN – HOUSTON, TX

Bachelor of Science in Technical Communications

Month & Grad Year

Minor: List the subject in which you minored

Honors or Awards: List name of each award/scholarship and date awarded

Relevant coursework: List names of any relevant courses

RELEVANT/RESEARCH PROJECTS

UNIVERSITY OF HOUSTON-DOWNTOWN – COURSE TITLE

Month, Year – Month, Year

Position Title (Such as Project Member, Project Leader, Student Researcher)

- ✓ Put your strongest and most relevant selling point first.
- ✓ Focus on accomplishments and results, what you learned and skills you gained.
- ✓ Provide as much detail about your responsibilities as possible.
- ✓ Use strong action verbs to explain what you did and quantify, if possible.

EXPERIENCE (List in reverse chronological order)

NAME OF BUSINESS OR ORGANIZATION - CITY, STATE

Month Year – Month Year

Position Title

- ✓ Begin each bullet point with a strong action verb.
- ✓ Use industry keywords / buzzwords.
- ✓ If it happened in the past, make sure you use the past tense.
- ✓ Avoid repetition: try not to use the same words and / or phrases over and over again.

NAME OF BUSINESS OR ORGANIZATION - CITY, STATE

Month Year – Month Year

Position Title

- ✓ Do not repeat a skill unless you are demonstrating it in a different context.
- ✓ Use industry keywords / buzzwords.

SKILLS

List industry specific software or computer skills, language skills (with descriptions such as “written and spoken” “proficient in,” “native speaker in,” “fluent in,” “conversational”).

COMMUNITY ENGAGEMENT

Name of Professional Association, Position Held, Year(s) you held that position.

Name of Volunteer Organization, Position Held, Year(s) you held that position.