

## Careers with Anthropology Workshop

### Anthropology is not a single career path—it's a toolkit.

Modified from Anthropology Career Readiness Network (ARCN): <https://anthrocareerready.net/>

This workshop is designed to help you think about how best to translate your anthropology degree into meaningful career opportunities.

Anthropology graduates develop highly valuable skills: critical thinking, cultural awareness, research design, data analysis, and communication; these skills are in demand across many industries.



### 1. What does the pathway to jobs using anthropology look like?

Many people think that anthropologists are mainly college professors. However, most anthropologists do not work in academia (i.e., alt-ac careers).

- A **Bachelor's** degree in anthropology opens up interesting jobs in a wide variety of areas, using skills in *data collection, analysis, and planning*.
- A **Master's** degree is a professional degree for many anthropologists, who then go on to advance in a variety of careers in industry, government, or the non-profit sector.
- A **PhD** in anthropology leads to a variety of specialized roles, often focused on research. It is also an entry-level qualification for becoming an academic.

Many anthropologists find that their degree works particularly well with a Master's or Bachelor's degree in areas like business and marketing, sales, public health, public administration, or human geography.

One of the great benefits of anthropology is versatility. Even if you focus on one topic or sub-field in school, you will continue to learn and grow throughout your career. You are never stuck on one path, because you can change jobs or organizations. You can also craft new careers defining your own path.



## 2. What career relevant skills do anthropology students develop?

Different jobs require different sets of skills, but all jobs require one very important element: **people who can get things done**. Employers look for this capability: what can you do with your anthropological training to help groups and organizations get things done?

Almost every job, from selling cars to working in finance, involves dealing with people. Anthropologists study people. Dealing successfully with people, whether they are customers, constituents, clients or partners, requires social knowledge. Anthropologists study people and are experts at capturing that social knowledge, providing the information that is essential for getting the job done successfully.

Here's how anthropologists turn that social knowledge into action:

1. They help people figure out what the key questions in any situation are.
2. They use investigative methods to find the answers to those questions.
3. They use this information to help plan effective responses.

In other words, anthropologists help people and organizations get things done by using:

- A set of skills in data collection, analysis, interpretation, problem solving, and implementation.
- A perspective which includes an appreciation for quantitative and qualitative data, a holistic approach which incorporates insider viewpoints, and an emphasis on the cultural context to build understanding.

### A. What are the core skills that you have developed as an anthropology major/minor?

In the chart on the following pages, the skill sets that anthropology students develop are presented alongside a translation of how employers see these skills and why these skills matter. Your ability to use commonly accepted workplace terms and phrases demonstrates that you “understand the language” and can identify with the work that goes on there.

Anthropology is great for pre-med students! You will learn the importance of building rapport and understanding cross-cultural differences that medical schools look for in applicants.



| <b>Training or Experience</b>                      | <b>Why This Matters</b>                                                                                                                                    | <b>Workplace Translation</b>                                                                      |
|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Anthropological Perspective<br>Cultural Relativism | You know how to see things in context and recognize patterns. You understand that there are other ways of seeing and doing than what you have experienced. | Cultural Awareness / Sensitivity<br>Systems Thinker<br>Diversity, Equity and Inclusion            |
| Coding Notes or Interviews                         | You know how to break down large amounts of complex qualitative data into themes and insights.                                                             | Data Management<br>Data Analytics<br>Qualitative Analysis                                         |
| Conducting Research                                | You know how to develop a project plan, bring together necessary resources, and execute it.                                                                | Problem-solving Orientation<br>Project Design<br>Research Methods<br>Project Management           |
| Ethnography                                        | You know how to combine several methods to develop a rich understanding of a situation or issue. You center people in your work.                           | Qualitative Research<br>Adaptable / Flexible<br>Listening<br>Community Engagement                 |
| Community-engaged Scholarship                      | You know how to listen to members of a community and work together. You bring a holistic orientation to problem solving.                                   | Stakeholder engagement<br>Community engagement<br>Solutions-orientation<br>Translational research |
| Field Notes                                        | You know how to observe and capture the relevant details. You are quick and skilled at note-taking.                                                        | Attention to Detail<br>Observation<br>Note-Taking                                                 |
| Interviews                                         | You know how to build rapport with others and develop and ask questions. You are an active listener and open to new perspectives.                          | Interviewing Skills<br>Active Listening                                                           |
| Narrative Approach                                 | You know the power of stories and examples and how to share them.                                                                                          | Storytelling                                                                                      |
| Participant Observation                            | You know how to participate in a situation, capture details, and understand them in a broader context.                                                     | Observation Skills<br>User Viewpoint<br>Contextual Inquiry                                        |
| Analysis                                           | You know how to take many types of data and integrate them into a coherent narrative.                                                                      | Data Analysis<br>Qualitative Analysis<br>Quantitative Analysis<br>Critical Thinking               |
| Statistics                                         | You know how to analyze quantitative data.                                                                                                                 | Statistical Analysis<br>Quantitative Analysis                                                     |
| Surveys                                            | You know how to develop survey questions to collect data from a large number of people in an efficient and meaningful way.                                 | Data Collection<br>Survey Design<br>Survey Implementation                                         |

| <b>Training or Experience</b>     | <b>Why This Matters</b>                                                                                                                                                          | <b>Workplace Translation</b>                                                                       |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Class or Conference Presentations | You know how to create relevant slides and field questions effectively.                                                                                                          | Data / Research Translation<br>Presentation Development<br>Communication Skills<br>Public Speaking |
| Fieldwork                         | You know how to enter a new situation and understand that culture from an insider perspective. You are willing to go out of your comfort zone and learn from the new experience. | Data Collection<br>Collaboration<br>Self Motivating / Self Directing                               |
| Grantwriting                      | You know how to construct a proposal, articulate your plans, outline a budget, and emphasize the proposal's significance to funders                                              | Grantwriting<br>Proposal Writing<br>Fund Development<br>Fundraising<br>Budgeting                   |
| Literature Reviews                | You know how to find relevant information on a specific topic, summarize it, and identify why your project contributes.                                                          | Research Translation<br>Summarizing Research                                                       |
| Managing Data                     | You know how to organize your collected data in spreadsheets for reference and analysis.                                                                                         | Data Management<br>Spreadsheets (Excel/Sheets)                                                     |
| Research Proposals                | You know how to design a research plan that is problem-focused and explain your approach to others.                                                                              | Proposals<br>Goal Setting                                                                          |
| Teaching                          | You know how to communicate information to different audiences. You know how to lead and facilitate a session. You know how to evaluate performance.                             | Training<br>Facilitation<br>Leadership<br>Performance Assessment / Evaluation                      |
| Transcribing Interviews           | You know how to use tools to transcribe recorded audio.                                                                                                                          | Transcription                                                                                      |
| Writing Papers                    | You know how to write. You know how to communicate complex ideas to different audiences.                                                                                         | Report Writing<br>Writing<br>Communication Skills                                                  |
| Anthropology Club Participation   | You have been a part of a team, with experience organizing events and creating opportunities for connection and learning.                                                        | Collaboration<br>Event Planning<br>Teambuilding<br>Leadership<br>Fundraising                       |
| Recruiting Participants           | You know how to build rapport quickly and talk persuasively about participating in a project or study.                                                                           | Recruiting<br>Cold Calling                                                                         |
| Team Projects                     | You know how to work with others towards a shared goal. You know how to divide up and delegate tasks. You know how to manage conflict.                                           | Collaboration<br>Teamwork<br>Conflict Resolution                                                   |
| Working with Your Supervisor(s)   | You know how to take feedback and you know how to learn from it.                                                                                                                 | Collaboration<br>Open to Feedback                                                                  |
| Organizing Your To Do List        | You know how to manage your time and resources.                                                                                                                                  | Time Management<br>Prioritization                                                                  |

## B. How to translate your accomplishments/training into a resume-worthy bullet.

Accomplishment statements are the bullets/sentences under the experience, projects, or skills section of your resume. These sentences describe and quantify your achievements, results, and successes from prior internship, student organization, volunteer, military, or education experiences. Whenever possible, provide specific examples of the impact you made and the value you added during those experiences.

- Utilize the **Action + Project + Result Format**
  - **Project [P]:** Group related tasks together into more meaningful projects or activities
  - **Action [A]:** Choose an action verb that describes what YOU did and what YOUR contribution was (NOT your TEAM!) to the project/activity. Highlight what SKILLS you made use of or gained through this experience
  - **Result [R]:** Pitch the result and impact of your work whenever possible.
- *Write it out:* [A] Choose an **action verb** + [P] Name a project you completed or problem you solved + [R] Describe the results you achieved

Examples:

### ACTION VERB + PROJECT + RESULT = ACCOMPLISHMENT

|                       |                                                                                                                                                                                                             |                                                                                                                                                                                                      |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Designed and executed | community-based research on a local health challenge, conducting detailed semi-structured interviews and synthesized findings;                                                                              | produced a short digital story using <u>Movavi Editor Plus</u> , integrating visual media and narrative storytelling to effectively communicate community-centered perspectives to diverse audiences |
| Digitized and curated | artifacts from the Highland City Project creating detailed 3D models using CAD and photogrammetry techniques (e.g., <u>Shapr3D</u> , <u>Meshroom</u> ) for integration into the QC Digital Archaeology Lab; | enhanced data accessibility, supported preservation efforts, and contributed to interactive research and teaching materials                                                                          |

### 3. Where do anthropologists work?

Anthropologists find work in a wide variety of fields due to the distinctiveness of the knowledge, skills, and experiences they bring to the workplace. Few anthropologists work alone these days. Most of them work collaboratively with other specialists and partners across the public, private, and non-profit sectors. Below is a list of areas where anthropologists are working now. Do not let this list limit your imagination.

-  **Business:** advertising, communications, human resources, management consulting, user experience, organizational development, product design, technology, training, and many more.
-  **Research and/or Consulting Firms:** quantitative and qualitative research, project management, community engagement, and more.
-  **Nonprofit Organizations:** administration, advocacy, social services, grant writing and fundraising, community development, and program management in the arts, human rights, social justice, environmental conservation, and many other areas.
-  **Museums and Cultural Institutions:** exhibit curation, artifact preservation and restoration, education, archival research, and more.
-  **Archaeology and Cultural Resource Management Consulting Firms:** excavate, assess, and mitigate the impact of construction and development projects on archaeological sites or resources, and work with Tribal and descendant communities to preserve their heritage.
-  **International and Nongovernmental Organizations:** addressing issues of cross-cultural understanding, policy implementation, and global challenges like climate change.
-  **Universities and Research Institutions:** administration, academic research, teaching, and resources and support services.
-  **Government Agencies:** policy analysis, development, and implementation, project management, resource management, and community development.
-  **Healthcare and Public Health:** administration, communications, community health, mixed methods research, behavioral health, emergency preparedness, program evaluation, and more.
-  **Media and Publishing:** content and marketing strategy, social media management, journalism, video production, copy writing and editing.
-  **Forensics:** human remains identification for law enforcement or in disaster situations, forensic archaeology, and many other areas.

## 4. General Job Search Strategies

### A. Start Early and Explore Broadly

- Begin researching careers before graduation
- Explore internships, volunteer work and other opportunities that are relevant to the area in which you wish to work. For example, if you are interested in local community issues or public health, find a city government or nonprofit where you can intern. Think broadly about your education and your experiences, and how those are relevant to a particular position.
  - For i.e., check out opportunities through QC Experiential Education: [www.qc.cuny.edu/academics/ee/](http://www.qc.cuny.edu/academics/ee/)
  - For unpaid internships and fieldwork, you can apply for the QC Internship stipend which provides \$2,700 to support current students. For more info, click here: [www.qc.cuny.edu/academics/cei/how-to-get-access-to-internship-stipend-application/](http://www.qc.cuny.edu/academics/cei/how-to-get-access-to-internship-stipend-application/)

### B. Build Experience

- Internships, fieldwork, volunteer positions (see above)
- Research assistant positions
- Community-based projects
- Independent studies / relevant coursework

### C. Network Strategically

- Talk to your professors
- Connect with the QC Center for Career Engagement
- Attend career panels and events
  - For i.e., Center for Career Engagement: [www.qc.cuny.edu/academics/cei](http://www.qc.cuny.edu/academics/cei)
- Use LinkedIn to connect with professionals
  - This is critically important for networking, learning, and seeing job listings. Guidance on how to maximize your LinkedIn profile is available through periodic workshops with the QC Center for Career Engagement.

### D. Customize Your Materials

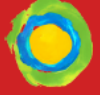
- Make a list of the most relevant skills you have developed as they pertain to the job in question. Use keywords from job descriptions.
  - Read the job posting several times and highlight the skills you listed that are most relevant to the career you are seeking, to ensure you will be satisfied in that position.
  - Tweak your resume to highlight the skills most prominent in a job listing, or that will best suit a particular employer.
  - Some application postings will only accept a resume. But you may be asked to submit a cover letter where you may express yourself more thoroughly and “pitch yourself” specifically to the position needs outlined in the job announcement. Here you can let your personality show through. Sample cover letters may be viewed here: <https://www.qc.cuny.edu/academics/cei/cover-letters/>.
-

## 5. How do I start looking for jobs?

A. Sign up for the top 5 free job and internship search engines.

B. Explore anthropology specific resources and job sites for graduates with majors like anthropology.

- **Anthropology Career Readiness Network (ACRN):** [www.anthrocareerready.net](http://www.anthrocareerready.net)
- **American Anthropological Association (AAA):**  
[www.americananthro.org/careers/careers-in-anthropology/](http://www.americananthro.org/careers/careers-in-anthropology/)
- **Anthropology Careers & Employment (ACE):**  
[www.careercenter.americananthro.org/](http://www.careercenter.americananthro.org/)
- **National Association for the Practice of Anthropology (NAPA):**  
[www.practicinganthropology.org/](http://www.practicinganthropology.org/)
- **Idealist** (for nonprofit work):  
[www.idealists.org/en](http://www.idealists.org/en)
- **ShovelBums** (for archaeology-oriented work like CRM): [www.shovelbums.org/](http://www.shovelbums.org/)

|                                                                                                                                                                                                                     |                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <h1>TOP 5 FREE JOB AND INTERNSHIP SEARCH ENGINES</h1>                                                                                                                                                               |                                                                                                                                                                                                 |
| <b>01</b> <br><b>Handshake</b><br>Log in with your <i>firstname.lastname##@login.cuny.edu</i> to access your QC Handshake account | <b>03</b> <br><b>Parker Dewey</b><br>Best database for remote paid mini projects                             |
| <b>02</b> <br><b>LinkedIn</b><br>Best database for building relationships with professionals                                    | <b>04</b> <br><b>Idealist</b><br>Best database for nonprofit jobs                                            |
|                                                                                                                                                                                                                     | <b>05</b> <br><b>Way Up</b><br>Best database for college students and recent grads                           |
|                                                                                                                                                                                                                     | <b>Bonus:</b> <br><b>Vault</b><br>Research company rankings, industries, and the best internships or jobs. |

## C. Develop your Resume

When preparing a resume, you will need to adjust it slightly to best appeal to the particular sector of the employer. A state employer will look for specific backgrounds in education and experience, as described in a job announcement. A nonprofit may focus more on any prior relevant experiences and how you fit best into their organization.

There are many resources available online for building a resume. The next few pages include examples of templates that are available on the QC Center for Career Engagement and Internships website: [www.qc.cuny.edu/academics/cei/resume/](http://www.qc.cuny.edu/academics/cei/resume/). Resume development workshops are also periodically offered by the Center. For upcoming events and workshops, bookmark: [www.qc.cuny.edu/academics/cei/next-workshop/](http://www.qc.cuny.edu/academics/cei/next-workshop/)

A resume:

- Is typically one page in length
- Often appears on a visually-appealing template (examples in this packet)
- Begins with your career objective and work history followed by skills and ending with education

- Highlights skills gained in coursework as relevant (i.e., qualitative analysis [through interviews, coding]; quantitative skills [e.g., Excel, SPSS, R]; strong writing and communication skills)
  - Outlines work experience details using action-oriented verbs and specifying outcomes, often through percentages and numbers; presents information in reverse chronological order
  - **Requires careful word choice that is consistent with job description as resumes are typically read by bots**
- 

## 6. Suggested Action Plan

### This Month

- Update your resume
- Create or refine your LinkedIn profile
- Identify 2–3 career paths to explore

### This Year

- Apply for semester-long or summer internships or jobs
- Connect with QC professors whose expertise may align with your career path
- Conduct 2–3 informational interviews with people in careers you are interested in
- Attend at least one networking event (e.g., through QC, CUNY, etc.)

### Before Graduation

- Have a polished resume and cover letter
- Build a small professional network
- Gain at least one relevant experience
  - For i.e., Virtual experience programs which can help you acquire skills and experience that are valued in the professional world but not necessarily taught in your degree program. There are many online courses including Coursera, EdX, Forage, LinkedIn Learning, and Parker Dewey; most of these are available to you without cost as a QC student.

## 7. Final Advice

- Your degree is flexible—use that to your advantage
- Be able to explain your skills clearly
- Stay curious and open to different paths

**You are not limited by your major—you are defined by how you apply it.**