



**Business
Communication**

Business Communication

Sales

Customer service

Management

Insurance:

- Underwriting
- Claims management
- Sales

Real estate:

- Property management
- Sales

Human resources

Training and development

Labor relations

Writing/Editing

Corporate communication

Office management

Business Communication Employers

Product and service organizations

Retail stores

Hotels

Restaurants

Manufacturers

Banks and financial institutions

Insurance companies

Hospitals and other healthcare organizations

Print and electronic media

Real estate agencies

Consulting firms

Research firms

Business Communication Strategies

Earn a minor in business or take business classes.

Develop strong verbal and written communication, interpersonal, and analytical skills.

Gain experience through internships, part-time, or summer jobs.

Develop computer skills in areas such as spread sheets, databases, and presentation software.

Join related professional associations.

Conduct informational interviews to learn about jobs of interest and to build a network of contacts.

Be prepared to start in entry-level positions such as management trainee programs.

Look for companies that have an interest in hiring "any major."

General Business Communication Information

Communication Studies is good preparation for graduate school in many disciplines including communication, law, education, business, public administration. Maintain a strong grade point average to increase opportunities for admission into graduate programs.

Explore specializations within major and professional field. Select electives to enhance knowledge in area(s) of interest or find a minor that will add value.

Develop strong written and verbal communication skills and excellent interpersonal skills. Gain experience with public speaking by joining Toastmasters.

Get involved in campus activities and professional organizations. Learn to work well on a team and develop leadership skills.

Build a network of contacts. Once in a position, find an experienced mentor.