



Career Knowledge for LGBTQ+ Students

Part Three: Resumes and Interviewing



DREXEL UNIVERSITY

Steinbright

Career Development Center

Resume and Interview Strategies

Assess your comfort level with sexual orientation and gender identity disclosure on your resume and in interviews.

Step 1: Personal Reflection

- What are you comfortable with? Consider your openness with sharing your sexuality and/or gender identity to prospective employers
- Is being out in your career important to you?
- How do you want to present yourself? How do you want to be seen by others?

Step 2: Know your audience

- Is the company diversity-friendly on paper and in practice?
- Political climate and laws of country/state/city in which company is located
- Is being out on your resume relevant to the job you are applying to?
- To many companies, diversity is a valued asset.... could sharing your diversity be a strategic approach as a job seeker?



Resume: Complete Disclosure

Name

Address, Philadelphia, PA 19104
Phone Number | E-mail Address

EDUCATION

Bachelor of Science in Sociology

Drexel University – Philadelphia, PA (Anticipated Graduation 20XX)

- Lead Facilitator of SPARK, an LGBTQIA activist organization
- GPA: 3.71

Bachelor of Arts in Sociology

Temple University – Philadelphia, PA (20XX to 20XX)

- Member of Temple Queer Student Union
- GPA: 4.0

WORK EXPERIENCE

Museum Educator

The Franklin Institute – Philadelphia, PA (20XX to Present)

- Facilitate hands-on, inquiry-based science workshops for students in grades pre-K through 12
- Develop curriculum for science-themed summer camp
- Develop and facilitate gender, sexuality, and cultural sensitivity training for summer camp staff

Intercultural Advocate

Student Center for Inclusion and Culture – Philadelphia, PA (20XX to 20XX)

- Developed and facilitated educational programs, events, and performances about multicultural and social justice issues
- Drafted a proposal to create an LGBTQ Center on Drexel University's campus in collaboration with the LGBTQ Advisory Board, which was submitted to the Dean of Students
- Assisted with the coordination of a multimillion dollar fundraising campaign to allocate funds for a prospective LGBTQ Center

HIGHLIGHTS OF LEADERSHIP EXPERIENCE

Director of Programming & Outreach

FUSE (Foundation of Undergraduates for Sexual Equality) – Philadelphia, PA (20XX to Present)

- Recruit speakers to present about LGBTQ-related topics during club meetings, planned panel discussions, and other social events
- Conduct weekly general meetings for over 40 students
- Oversee group budget and allocate funds according to club needs

SKILLS

Language: Fluent Spanish

Computer: Adobe Photoshop; Microsoft Word, Excel, PowerPoint, and Access

Dana Stevens
7777 Tudor Road
Philadelphia PA 19128
215-555-9988
dana.stevens@drexel.edu

Education

Drexel University
Bachelor of Science in Nursing

Philadelphia PA
Anticipated Graduation: June 20XX
Cumulative GPA: 3.5

Relevant Coursework

Health Promotion, Teaching & Self-Care
Anatomy & Physiology I, II, III
Relationship Nursing Care
Mental Health

Comprehensive Adult Nursing I & II
Women's Health
Pharmacology I
Pathophysiology

Certifications and Skills

HIPAA Training, Drexel University, September 20XX
First Aid/CPR, American Red Cross, September 20XX (Expires June 20XX)
Foreign Language Skills: Fluent Spanish

Clinical Education Experience

Albert Einstein Medical Center
Comprehensive Adult Nursing I (Medical/Surgical Unit)

Philadelphia PA
September – December 20XX

Cooper University Hospital
Principles of Nursing Practice (Medical/Surgical Unit)

Camden NJ
June to August 20XX

Hahnemann University Hospital
Principles of Nursing Practice

Philadelphia PA
September – December 20XX

Related Professional Experience

Hospital of the University of Pennsylvania
Nursing Assistant (Co-op)

Philadelphia PA
April 20XX – September 20XX

- Provided basic care for 12-16 geriatric patients who required extensive assistance
- Monitored and documented vital signs and blood sugars
- Identified patient decompensation and notified appropriate clinicians
- Observed and assisted with surgical and nursing procedures and medication administration

Activities and Professional Associations

Member, Foundation of Undergraduates for Sexual Equality, September 20XX – Present

Member, Student Nurses' Association of PA, September 20XX – Present

Volunteer, Peer Counselling Helpline, October 20XX – June 20XX

Volunteer, Children's Hospital of Philadelphia, June 20XX – September 20XX

Resume: Partial Disclosure

Coming Out On The Interview

30-Second
Commercial:
Complete
Disclosure

“I’m a Business major with a strong interest in market research analysis. Long term, my goal is to become a consultant in LGBTQ marketing. To prepare myself, I’ve worked internships with the Independence Business Alliance, which is the Philadelphia area LGBTQ Chamber of Commerce, and with several LGBTQ entrepreneurs. The possibilities of marketing to the LGBTQ community interest me personally and professionally, so I’ve focused my coursework and skill building in those areas. I look forward to the opportunity to contribute to your company’s groundbreaking LGBTQ marketing campaigns.”

Coming Out On The Interview

30-Second
Commercial:
Partial
Disclosure

“I’m a Business major with a strong interest in market research analysis. Long term, my goal is to become a consultant for specialized and emerging markets. To prepare myself, I’ve worked an internship with the Independence Business Alliance Chamber of Commerce and participated in the marketing committee of Drexel’s FUSE student organization. The possibilities of niche marketing interest me personally and professionally, so I’ve focused my coursework and skill building in those areas.”

Coming Out On The Interview

30-Second
Commercial:
Non-
Disclosure

“I’m a Business major with a strong interest in market research analysis. Long term, my goal is to become a consultant for specialized and emerging markets. To prepare myself, I’ve actively participated in a variety of campus organizations and volunteer positions. The possibilities of niche marketing interest me personally and professionally, so I’ve focused my coursework and skill building in those areas.”