

LGBTQIA + Career Resources

What to Include on a Resume

- **Questions to consider**
 - Should I include info on my resume that makes it clear I'm LGBTQ?
 - How do I signal or include that I am a member of LGBTQ communities on my resume?
- **Names & Pronouns**
 - Resumes are marketing documents, not legal forms
 - Most career fields will allow preferred/chosen names on resumes
 - If you are unsure if you need to provide a legal name, read the application carefully or contact HR for the organization or a career consultant who can help you evaluate the application
 - Adding pronouns to resumes is becoming more common in some fields
 - Can potentially disclose your trans or nonbinary identity
 - Cis folks adding pronouns can normalize openness about pronouns as well as signal allyship
 - Pronouns can be in parenthesis, next to your name or in your contact information
 - Bottom line, include your pronouns if you are comfortable doing so
- **How to word LGBTQ experience on a resume? Here are some examples based on comfort level for disclosing sexual orientation and gender identity.**

Comfortable Disclosing	Not Comfortable Disclosing
"Treasurer, Texas Christian University SPECTRUM"	"Treasurer, Student Diversity Campus Group"
"LGBTQ Pathways Retreat Leader"	"Pathways Retreat Leader"
"LGBTQ Ally Changemaker Outie Award Recipient"	"Changemaker Award Recipient"

- **LGBTQ+ Involvement**
 - Highlight skills & accomplishments using transferable skills
 - Write about the skill you used, how you used it, with whom & where, and why you used the skill. Quantify your experience wherever possible.

Searching for Jobs & Internships

- **How to identify LGBTQ-friendly companies/organizations**
 - Check for their EEO or hiring policies – try also looking at their job postings if it is not obvious on their site
 - Does the potential company/organization have Employee Resource Groups (ERGs)
 - Research your potential employer's website for references to LGBTQ+ Employee Resource Groups. Find out if they have a non-discrimination clause that includes LGBTQ+ communities.

- Does the potential company/organization have LGBTQ competency trainings, resources or accountability measures?
- What is the organizational climate?
 - Check the potential employer’s social media for evidence of proactively taking a stance on diversity and inclusion issues. What events are they sponsoring? What messages of support to LGBTQ+ communities have they posted recently?
- What do current employees have to say about the culture?
 - Conducting informational interviews with TCU alums currently working for a company/organization to which you are applying can provide valuable insight as to the climate/culture of the workplace. Search for TCU alumni using the “Alumni” tab on the [TCU School Page on LinkedIn](#) or on the [Horned Frogs Connect](#) database.
- Does the company/organization offer domestic partner benefits?
 - Domestic partner benefits are an indication of progressive companies that value diversity.
- Am I in an area of the United States that is friendly or antagonistic to LGBTQ+ communities?
 - Larger corporations/organizations may have offices all over the country/world, and while the company at large may be supportive, staff in specific areas may not be.

Disclosing in an Interview

The goal of the interview is always to effectively communicate your skills, regardless of whether you plan to “come out” in the interview stage or not. This stage, however, is a great time to get clarity on the company’s support or lack of support for the LGBTQ community.

- **Potential questions to ask an employer to determine support**
 - How would you describe the employee base in terms of diversity?
 - Do you offer same-sex spousal and partner benefits?
 - Does your organization have an LGBTQ support or social group?
 - How do you support your LGBTQ direct reports or team members?
 - Would you suggest your company/organization/department to an LGBTQ friend?

Transgender Career Seekers

- **Using chosen name on the resume or cover letter vs. on the formal application**
 - Resumes and cover letters are not legal documents, which means you are not required to use your legal name on either document.
 - Unless you have legally changed your name to your preferred name, you will need to provide your legal name for background checks, social security documents, and insurance forms. However, most companies/organizations will allow you to use your

preferred name for internal company contact information such as email and phone directory.

- **What to wear to an interview**
 - Comply with the company's dress code
 - Dress professionally for your gender identity
 - Talk with your career consultant for specific questions regarding how to dress for the interview
- **What to wear at work**

If an employer has a dress code, it should be modified so as to avoid gender stereotypes. For example, requiring men to wear pant suits and women to wear skirts or dresses, is based on gender stereotypes. However, codes that require professional attire that applies to all employees are gender-neutral.

Examples of gender-neutral dress codes:

- Employees may wear earrings no more than two inches in length or diameter
- Employees must wear a suit to meetings with clients
- Employees with hair below the chin must wear their hair tied back while working with or on the floor with machinery
- Employees must wear closed-toe shoes, goggles, and gloves when working on the floor with machinery

A quick web search for 'gender inclusive professional wear' will glean many examples of professional work attire as well as places to shop.

Employment Laws and Policies Regarding Discrimination

- **Illegal questions (employers)**
 - What is your marital status? What does your husband/wife do? Do you plan to have a family?
 - You have an unusual name, what does it mean?
 - Are you able to have children? Do you plan to have more children?
 - Do you wish to be addressed as Mr., Mrs., Miss or Ms.? What is your spouse's name?
 - Are you taking prescribed drugs?
 - What religious holidays do you observe? What church do you attend?
 - Which organizations, clubs, societies, or lodges do you belong to?
 - What type of military discharge did you receive? When?
 - What is your sexual orientation? What is your spouse's gender? Whom do you live with? Do you identify yourself as a man or a woman?

The bottom line, a happy employee is an informed employee. Know your rights at work!