

# Navigating Disclosure Issues In Resume Writing

## NAVIGATING DISCLOSURE ISSUES IN RESUME WRITING

When deciding how (or if) to articulate your involvement with LGBT-related organizations or groups, it is important you do what is most comfortable for you. Your level of disclosure is entirely up to you. Along the continuum of disclosure, there are a number of ways to communicate your invaluable skills and knowledge you gained from your involvements.

### OPTION #1

Use a Chronological Resume format, which highlights work history and skills. Be specific, open, and skills-oriented.

#### WORK EXPERIENCE

##### Internal Coordinator

Sept. 2008 – present

Pride Center, Oregon State University

- ☒ Hired, trained and provided on-going supervision of 4 Office Assistants
- ☒ Facilitated weekly staff meetings to improve staff communication on community issues, campus events, and Pride Center goals and services
- ☒ Served as a liaison to the greater OSU community and solicited student feedback on programs
- ☒ Created engaging presentations and workshops about the queer community for new incoming students at orientation sessions

##### Shift Lead

June 2008 – August 2008

Café Yum, Corvallis, Oregon

- ☒ Provided excellent customer service and ensured quality dining experience to patrons...

#### VOLUNTEER WORK AND INVOLVEMENTS

##### Rainbow Continuum

Sept. 2008 – present

- ☒ Coordinated recruitment for volunteers and participants for a campus-wide Drag Show
- ☒ Designed marketing materials using Adobe Photoshop and Illustrator

##### Geosciences Club, OSU Chapter

February 2007 – present

- ☒ Attend professional development workshops to network with leaders in the field
- ☒ Assisted in coordination and marketing of Geosciences Rocks! event



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## OPTION #2

Use a functional resume, which de-emphasizes position titles and locations and focuses on gained skills and competencies

### LEADERSHIP AND SUPERVISION EXPERIENCE

- ☒ Hired, trained and provided on-going supervision of student workers
- ☒ Facilitated weekly staff meetings to improve staff communication on community issues and campus events

### PRESENTATION AND PROGRAMMING EXPERIENCE

- ☒ Created engaging presentations and workshops for new incoming students at orientation sessions
- ☒ Assisted in the coordination of 5 campus-wide programs and fundraising events

### CUSTOMER SERVICE EXPERIENCE

- ☒ Provided excellent customer service and ensured quality dining experience for patrons

### WORK HISTORY

Internal Coordinator, Pride Center	Oregon State University	Sept. 2008 – present
Shift Lead, Café Yum	Corvallis, Oregon	June 2008 – August 2008

### VOLUNTEER AND INVOLVEMENT EXPERIENCE

Rainbow Continuum	Oregon State University	Sept. 2008 – present
Geosciences Club	Oregon State University	Feb. 2007 – present





Career Development Center

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## OPTION #3

Instead of disclosing the name of the group you were a member and/or leader of, you can instead disclose the nature of your organization. For example:

- “Created 6 training workshops for a campus anti-discrimination group” or
- “Served as a group liaison to campus administrators to advocate for an inclusive campus environment.”

## OPTION #4

Do not include these involvements. Use other non-LGBT related involvements and experiences to convey your skills and abilities.

*For individual help and concerns, please make an appointment with Career Services at (541) 737-4085. General resume and cover letter help is offered Monday – Thursdays from 1 – 4 p.m. in The Career Development Center no appointment necessary.*