

**Trans\* Job Seekers**

**What name should I use on my resume?**

*Use your preferred name so employers know how to address you. You can write your name in a few ways such as:*

*Emma “Halo” Saint, E. “Halo” Saint or Halo Saint*

*In addition, under you name, you can add your pronouns which are typically italicized like so:*

 Halo Saint Halo Saint Halo Saint

*She, Her, Hers* *He, Him, His They, Their, Theirs*

**My official name change has not yet gone through, when do I need to use my legal name?**

*Legal names are needed for background checks, I9’s and health insurance forms. (For your health insurance, speak with your doctor on how to complete the gender section). Once your name change is official, you may need to provide new copies of your license/social security card/passport to HR.* HR is required to maintain confidentiality*. You can ask that your preferred name is used for your company email and phone directory.*

 **Should I list jobs I had before my transition?**

*Yes! You have great skills from your previous experiences. Having a previous job on your resume does not give permission to your new employer to call them, however they may ask if they can call to do an employment check. You can give them the name and number of a previous coworker or supervisor you trust. Or, you can confide in your new HR manager on why you do not want that employer called.*

**How should I handle giving references?***Use references you trust. They can be coworkers, managers or peers. References cannot be friends or family members. If you have transitioned after leaving a job and would like to use a reference from there, reach out to the reference to talk about your new name and pronouns. Another option would be to let the HR manager know to speak to your reference using your previous name and pronouns. Make sure to clarify which name/pronouns to use with each reference.*

**Should I talk about my transition in the application or during the interview?***That is a personal decision. Based on the employer and the type of job you are going for may determine your level of comfort in talking about your transition.*

**What if the interviewer asks me an uncomfortable question?***Some questions are illegal to ask an applicant including sex, sexual orientation and gender identity. Here is a more in-depth look at* [*legal vs illegal questions*](https://www.betterteam.com/illegal-interview-questions)*. Your Career Advisor can conduct a mock interview so you know how to handle an uncomfortable question.*

**How can I find accepting employers?***Check out the Human Rights Campaign for a list of companies dedicated to inclusivity. In addition, you can check out a company’s mission and vision, their anti-discrimination policies (which should include gender identity, sexual orientation, genderless bathrooms and commitment to diversity).* [*Human Rights Campaign Corporate Equality Index*](https://www.hrc.org/campaigns/corporate-equality-index)

**I’m currently in a job and am starting my transition.***Disclose as you feel comfortable doing so. There is no one right or wrong way to take this on. Ideally, you will find support and inclusion at your current place of work. Here are some resources just in case:*[*Transgender Law Center*](https://transgenderlawcenter.org/)*,* [*GLAD Workplace Laws - Massachusetts*](http://www.glad.org/locations/massachusetts/)*,* [*Transgender Job Bank*](https://tjobbank.com/)

 The Career Center’s Guide for