



SALEM STATE UNIVERSITY
CAREER SERVICES

HUMAN RESOURCE MANAGEMENT

MAJOR CAREER GUIDE

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ACADEMIC INFORMATION

Follow this link to the Salem State University Human Resource Management home page. Here you will find program information, degree options, course listings, events information and much more:

https://catalog.salemstate.edu/preview_program.php?catoid=38&poid=4380

WHAT CAN I DO WITH MY MAJOR?

Are you a Human Resource Management major or are you considering Human Resource Management as a major? Follow the link below to the “What Can I Do With My Major?” resource on the Salem State University Career Services web site: <https://elearning.salemstate.edu/courses/939337/pages/what-can-you-do-with-your-major>

PROFESSIONAL ASSOCIATIONS

As in any profession, staying connected to professionals in your field is vital. Below are links to professional associations for Human Resource Management professionals. Stay up to date with industry trends, connect with fellow Human Resource Management professionals and utilize resources for job searching:

[Society for Human Resource Management](#)

[Association for Talent Development](#)

[International Association for Human Resource Information Management](#)

[American Management Association](#)

INFORMATIONAL INTERVIEWING

Informational interviewing is a method of gathering information about career options, industries and employers. It is an opportunity to learn about a particular job from someone already in the field. It is *not* a job interview, but it can help you learn about job opportunities and build your network for when the job search comes. This is an ideal chance to help you gain a more thorough understanding of a particular industry or job. It’s also a great way to determine “is this what I want to do?” and to learn about different paths others have taken to get where they are.

JOB SHADOWING

Another way to gain access and information to your industry of choice is by job shadowing. Job shadowing is an opportunity to follow a professional in your field for an agreed upon amount of time. Typically, job shadow experiences will last anywhere from one day to one week. Much like an informational interview, this is your opportunity to see firsthand a “day in the life” of a professional.

VOLUNTEERING

Volunteering is another great way to learn about what to expect when working in your industry. Similar to a job shadow, you will be able to see a “day in the life” of a professional while also contributing some of your own skills or services. Volunteering can give you a chance to gain new expertise and help you narrow down your specific interests in the field. Follow the links below to help you identify current volunteer opportunities:

<http://volunteer.nsuw.org/>

SAMPLE RESUME

Hugh Mann

50 Pond Street, Salem, MA 01970 | 978-542-7658 | hughmann@gmail.com

EDUCATION

Salem State University, Salem, MA

Bachelor of Science, Business Administration

May 20XX

Concentration: Human Resource Management

GPA: 3.5

Relevant Coursework: Business Policy and Strategy, Management Theory and Practice, Human Resource Management, Transitional management, Management of Diversity in Organizations, Employee Training and Development in Organizations, Leadership in Management

RELEVANT EXPERIENCE

THE EDINBURG CENTER, Lexington, MA

Human Resource Intern

20XX – Present

- Update job descriptions and post new openings on job boards
- Schedule interviews and complete reference checks
- Source passive candidates and building HR reports
- Review Learning Management System
- Assist with utilization of the new Applicant Tracking System

RESIDENCE LIFE, Salem State University, Salem, MA

20XX-20XX

Resident Assistant

- Assisted in training newly hired Resident Assistants (RA)
- Coordinated on-call shifts among RA's
- Supported the mediation and resolution process between roommates
- Implemented safety policies and regulations with forty residents per semester

WORK EXPERIENCE

RED'S RESTAURANT, Salem, MA

Waiter

20XX – 20XX

- Provided efficient service to customers.
- Answered questions and resolved concerns.
- Worked effectively as a member of a team in a busy, fast paced environment.

SKILLS

Computers: Excel, Access, Power Point, Microsoft Word,

Language: Cantonese, English

INVOLVEMENT

Asian Student Association, Salem State University, Salem, MA

20XX- 20XX

Vice-President

SAMPLE COVER LETTER

Hugh Mann

50 Pond Street, Salem, MA 01970 | 978-542-7658 | hughmann@gmail.com

Date (i.e. January 1, 20XX)

Mary Smith
Double Tree by Hilton Hotel Boston
57 Highland Ave
Salem, MA 01970

Dear Ms. Smith:

I am applying for the position of Human Resource Assistant Manager recently advertised on your web site. As my resume indicates, I am presently employed as a Human Resource Intern at The Edinburg Center and I have completed my Bachelor of Science in Business Administration from Salem State University and believe that my skills and experiences make me a qualified candidate for the Human Resource Assistant Manager position.

Your advertisement specified a need for someone with experience diffusing conflict between employees as well as experience recruiting staff. For the past year, my work as a Human Resource Intern has allowed me to experience the recruitment search and hiring process. As a result of my work at Salem State University as a Resident Assistant, I have developed a level of patience and mediating skills needed to succeed in this type of role. My strong organizational and communication skills will be a benefit while working in the Human Resource Assistant Manager position at Double Tree by Hilton Hotel Boston.

I appreciate your time and look forward to talking with you further about the position of Human Resource Assistant Manager. I welcome the opportunity to further discuss my qualifications and thank you for your consideration.

Sincerely,

Hugh Mann

Enc: Resume

SAMPLE COMPANIES

ACADIA INSURANCE COMPANY

ADANTE STAFFING INC

BERTUCCI'S CORPORATION

BLUE CROSS BLUE SHIELD OF MASSACHUSETTS

BOSTON CHILDREN'S HOSPITAL

BRIGHAM AND WOMEN'S HOSPITAL

CARE MANAGEMENT TEMPORARY STAFFING AGENCY INC

JCPENNEY DEPARTMENT STORES

MARRIOTT INTERNATIONAL

MASSACHUSETTS DISPUTE AND RESOLUTION SERVICES

NORDSTROM

SANTANDER BANK

SERVICE CHANNEL

TD BANK

TOTAL CLERICAL SERVICES