Begin a Career in Human Resources

**STEP 1**

**Become a SHRM Student Member & Grow Your Network**

Leverage All the Resources SHRM has to Offer – Access a wealth of highly-relevant resources including HR sample documents, best practices, research, webcasts and more.  
[shrm.org/join](http://shrm.org/join)

Join a SHRM Student Chapter – Tap into SHRM’s vast people network of both peers and potential employers.

Connect with a Mentor – Whether it’s a professor, someone from a SHRM chapter, or simply an HR professional you respect, a mentor can be an invaluable resource, helping you navigate decisions regarding your school, internship and/or career.

**STEP 2**

**Select HR as Your Major**

Use SHRM’s HR Program Directory or Curriculum Guidelines to choose a comprehensive HR degree program.

Work with a Faculty Advisor – They can help you clarify your interests and strengths early in the process. They can also be a great referral and recommendation resource when searching for an internship and job later on.  
[shrm.org/academics](http://shrm.org/academics)

Research the SHRM Competency Model – This model illustrates and defines the knowledge and skills necessary to be an effective HR professional. Use this model as the framework to guide your studies, your internship, your career, and your professional development.  
[shrm.org/hrcompetencies](http://shrm.org/hrcompetencies)

**STEP 3**

**Gain Experience & Competitive Advantage with HR Internships**

Leverage Internships – SHRM members get premium access to HR-specific internship postings across the country.  
[internships.com/group/shrm](http://internships.com/group/shrm)

Strategies to Include “Real World” Work on Your Resume During School – Relevant experience may include:

- Conducting research projects where you analyze and resolve HR-related issues;
- Volunteering to help HR pros in your local SHRM chapter; or
- Participating in SHRM’s Student Case Competitions and Career Summits.

Develop Competencies – Use your internship as an opportunity to further the knowledge and skills outlined in the SHRM Competency Model.

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**92%** of employers require a minimum of 1 year of HR-specific experience to get an interview for an entry-level HR job.

**50%** of students complete at least one internship even though less than 10% of universities require an internship to graduate.

**67%** of internships convert to permanent job status upon graduation.
Use the SHRM Competency Model to Help You Find That First HR Job

Revise your resume:

- Use a Well-Branded Headline – Think like a marketer.
- Share Details About Your Work/Internship/Studies – Make the work come to life to those reading who may know nothing about that organization.
- Emphasize Achievements – Include any awards and honors whether from your school, internship or SHRM chapter.
- Highlight HR Keywords – Keeping applicant tracking systems in mind.
- Share What Makes You Special – List any leadership posts, public speaking engagements, media features and/or quotes that speak to your professional capabilities.
- Write Tight, Lean, & Clean – Concise writing is the hallmark of a powerful and modern resume. This will require multiple rounds of editing to get it just right.

Network with Professionals – Now that you’ve expanded your professional network via your professors, mentor, internship and SHRM chapter, utilize those connections as your best referral sources for job leads and recommendations.

Research Before Your Job Interviews – Show that you’ve done your homework by researching the company thoroughly online prior to your interview and reference the SHRM Competency Model when describing why the job is a good fit for you.  

Get Ready to Advance Your Career

Leverage SHRM Membership – Utilize the plethora of SHRM resources to include briefs on new legislation, sample policies/toolkits, conferences and professional development opportunities to further your knowledge and skills.

Use the SHRM Competency Model – This is your roadmap to SHRM Certification and career advancement.

Earn Your SHRM Certification – Convey to your colleagues, your leadership, and potential employers that you have the knowledge required of HR professionals and the ability to effectively implement that knowledge in the workplace.