



RICE UNIVERSITY

Doerr Institute for New Leaders

Recommended Resume Language

These activities may fall under the heading of *Relevant Experience* or *Leadership Experience* or *Extracurricular Activities*. You do NOT want to use the language in yellow highlight.

Professional Leadership Coaching (Activation)

- Worked 1-on-1 with an International Coaching Federation (ICF) certified coach for a semester, identifying areas for personal growth as a leader
- Received and implemented constructive feedback to improve transferable skills which included (empathic listening, delegating and building trust with teammates, being more assertive, being less impulsive- insert what your own goals were)
- Incorporated self-reflection and behavioral practices in daily routines, strengthening emotional intelligence domains

Talking points: Consider how you would describe this experience, your major takeaways, and how they could be related to the role you are interested in if asked by an interviewer

Professional Leadership Coach Training (CoachRICE: Students)

- Completed 60 hours of non-credit coursework approved by the International Coaching Federation (ICF) to be formally trained as a leadership coach
- Developed tool kit and methodology to coach and develop others as leaders
- Worked with ### (how many total?) clients to identify and achieve professional and personal development goals

Talking points: Consider how you were personally transformed by this program, what you learned about how to support growth and change in others, and how this can relate to a position of interest if asked by an interviewer.

Professional Leader Development Cohort (Synthesis)

- Participated in a semester long program, addressing the beliefs and behaviors that elevate my capacity to lead others
- Gave and received constructive feedback from my peers and a professional leader developer

Talking points: What limiting beliefs or new awareness did you gain from interacting with others about the topic/theme of your cohort? How can this relate to a position of interest if asked by an interviewer?



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Professional Leader Development Cohort (Catalyst)

- Completed 4 (insert total number of hours) hours of professionally designed and facilitated leadership training on topics of (insert module title).
- Insert description of the module you attended:
- **Embrace Conflict**- Reflected on my personal conflict triggers, uncovered the different values that can lead to conflict, and practiced positive conflict- resolution responses.
- **Influence Outcomes**- Learned the components of effective influence and increased my awareness of others' needs and motivations in order to build and sustain momentum in groups.
- **Master Adaptability**- Identified insights into my leadership style and adapting to effectively collaborate working with diverse peers.
- **Deliver Feedback**- Practiced and received feedback on providing meaningful and positive feedback to others by utilizing a concrete feedback framework.
- **Active Listening**- Explored six strategies for listening, identified key barriers to listening and strategies for combating potential distractions, and practiced the art of listening to understand.
- **Launching a Team**- Learned group goal setting and vision casting strategies to help launch a focused and invested team.
- **Decision Making** - Explored a six-part decision-making framework and common biases that exist in decision making to increase the quality of my decision-making process.
- **Crisis Leadership** - Learned five evidence-base principles and applied them to my leadership context, like leading during the COVID-19 pandemic, to maximize my ability to lead during a crisis.
- **Delegate Effectively** – Applied a three-step delegation process to my current projects and reflected on my successes and challenges.
- **Work-Life Integration** – Learned the Total Leadership method for creating sustainable change in all domains of life to include school/work, family, community, and private self.
- **Gaining Purpose, Leading Better** – Applied a two-part strategy for defining my purpose for leading and articulating the ways I can apply my purpose to my leadership endeavors.
- **Inclusify** – Learned research-based practices that guided me on ways to interrupt my unconscious biases to strengthen my decision-making from an inclusive lens.

Talking points: What new awareness or skill set did you gain from interacting with others about the topic/theme of your module? How can this relate to a position of interest if asked by an interviewer?

Doerr Institute Affiliate or Grad Ambassador

- Collaborated with a team of (insert number) peers to recruit (insert number if available) students within my residential college, organization, or department to participate in Doerr Institute programs.
- Hosted (insert number) events and sent mass communications via (ex. social media, list-servs, weekly presentations, cabinet meetings).



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Talking points: What transferable skills (ex. communication, organization, collaboration, etc.) did you gain and/or use as an affiliate? How can this relate to a position of interest if asked by an interviewer?