



Recommended Resume Language

Doerr Institute for New Leaders 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 Leadership Group Coaching (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 Leadership Multi-Session Workshops (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 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** - Learned and applied a six-step framework used to guide personal decision making processes.
- **Crisis Leadership** - Learned five evidence-based 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** - Explored the benefits of delegation for leaders and practiced a three-step process for delegating tasks and projects to other people.
- **Work-Life Integration** - Learned directly from expert, Stew Friedman, on how to create small wins that allow me to perform well in all domains on life - work, home, community, and private.
- **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** - Wrote a personal purpose statement that I can use to align my daily actions to my greater goals in life.
- **Building Psychological Safety** - Explored my own attitudes and beliefs about personal and team failure and practiced a three-part module for fostering psychological safety on a team.
- **Building Resilience** - Extracted lessons from previous examples of personal failure and developed an action plan for a healthy continued pursuit of goals.

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?*



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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)

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?*