



RICE UNIVERSITY

Doerr Institute for New Leaders

Recommended Resume Language

Doerr Institute for New Leaders activities may fall under the heading of Relevant Experience or Leadership Experience or Extracurricular Activities. *Do not use the language in red.*

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 (insert your specific goals from your coaching sessions. For example: empathic listening, delegating and building trust with teammates, being more assertive, being less impulsive)
- 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 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:

- **Conflict Isn't a Dirty Word** - Reflected on my personal conflict triggers, uncovered the different values that can lead to conflict, and practiced positive conflict- resolution responses.
- **Leverage Your Influence** - 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 adapted to effectively collaborate working with diverse peers.
- **BREATHE. It's Just Feedback** - Practiced and received feedback on providing meaningful and positive feedback to others by utilizing a concrete feedback framework.
- **LISTEN. What's Really Being Said?** - Explored strategies for listening, identified key barriers to listening and strategies for combating potential distractions, and practiced the art of listening to understand.
- **Team Foundations** - Learned group goal setting and vision casting strategies to help launch a focused and invested team.
- **Quality Decision Making** - Learned and applied a six-step framework used to guide personal decision making processes.
- **To Do or To Delegate** - 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 of life; work, home, community, and private.
- **Inclusify** - Wrote a personal purpose statement that I can use to align my daily actions to achieve my greater goals in life.
- **Build Psychological Safety on a Team** - Explored my own attitudes and beliefs about personal and team failure and practiced a three-part module for fostering psychological safety on a team.



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- **Leading is hard. Booster Your Resilience** - Extracted lessons from previous examples of personal failure and developed an action plan for a healthy continued pursuit of goals.
- **Leading with Purpose** - Wrote a personal purpose statement that I can use to align my daily actions to my greater goals in life.

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 Student 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?*