

# MASTER'S STUDENT RESUME GUIDE



RICE UNIVERSITY  
Center for Career Development





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# WHAT'S A RESUME?

## **A resume is your personal marketing material.**

Devoting time to drafting your resume will help shave countless minutes and hours off when you begin customizing your resume for specific positions. As you'll learn, there is great importance in customizing your resume for the position that you are applying for.

## **Have you updated your undergraduate resume?**

Resume writing may be something you have not done in a number of years. Perhaps your last resume was created when you applied to Rice or has not been updated since your undergraduate experience. You can receive individualized resume feedback through drop-in hours, Resumayhem, and resume review appointments with CCD career counselors.

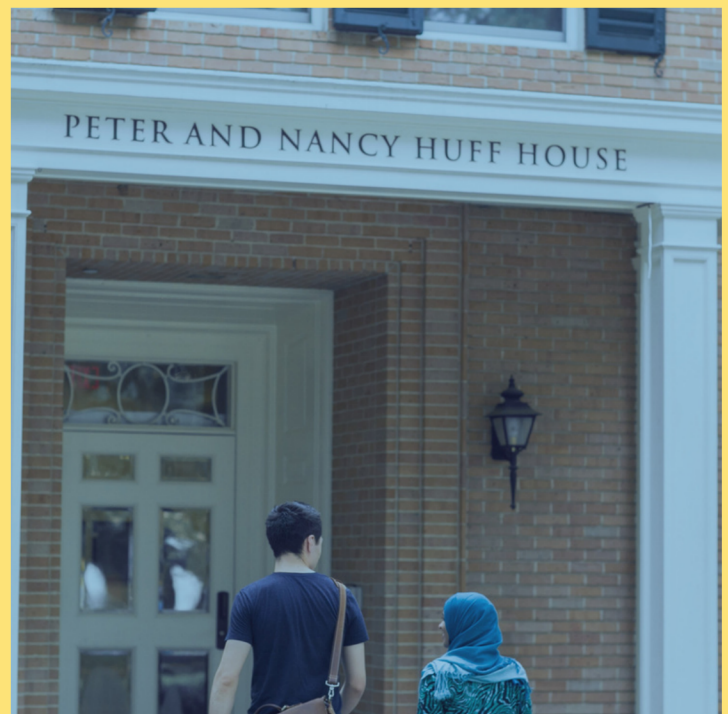
## **What can the CCD help with?**

We are here to assist you as you learn the skills necessary for crafting a great resume. Please note that the team is here to help support you in the creation of your professional resume. This support includes providing comments, suggestions, and minor edits. Our support does not include writing resumes or resume sections. We want to equip you with the tools and knowledge necessary so you will always be empowered to craft your resume for now and in the future.

## **What sections should I include in my resume?**

**It depends.** Everyone's experience is unique, so your resume will likely look different than some of your peers. Below are some common sections that we typically recommend for Rice students and alumni. However, many of these may overlap and it is not wise to include all of these sections. Be sure to come to the CCD to discuss how you can best market yourself through your resume.

- Education
- Relevant Coursework
- Relevant Projects
- Relevant Research
- Research Experience
- Professional Experience
- Work Experience
- Internship Experience
- Leadership Experience
- Activities
- Community Involvement
- Skills
- Awards & Honors
- Certifications





# Resume or CV

## WHAT'S THE DIFFERENCE?

The difference between a resume and a curriculum vitae (CV) can be a bit confusing at first. Before you begin writing, first consider the following: **Who is my audience? What skills or experiences do I need to emphasize for the opportunity? What types of career opportunities am I considering?** These factors will dictate the kind of document that you will use in your application.

### RESUME

A resume should focus on “**application of knowledge/skills**” in a concise manner and less on content like conference presentations, publications, and scholarly works. Therefore, a resume is best suited for non-academic and most non-research-oriented jobs. Note that international jobs use the terms “resume” and “CV” interchangeably so be sure to be mindful of the document standards by country.

A standard resume will be 1-2 pages in length and summarizes items like work experience, research, internships, student involvement, etc. **Avoid using online templates to build your resume.** The easiest method is to start with a blank document in Microsoft Word or Pages to build your resume.

Follow the outline and steps throughout this guide to check your progress and make sure you're on the right track. If in doubt about which document you should choose, feel free to get a second opinion through an advising appointment with the CCD!

### CV

A CV (which is Latin for course of life) will focus on what you “**know**” meaning the details of the document will highlight scholarly work, research, teaching, and academic experiences. The goal of this document is to list a wide range of scholarly works or achievements over time. This means that a CV does not have a page limit.





# Developing BULLET POINTS

Bullet points are the most important information on your resume, as they serve as the vehicle in which you can display the skills and experiences employers are seeking. Crafting strong bullet points takes time and effort as you highlight your experiences/skills as they relate to the position. Your bullet points should be tailored to the job/internship description to put you in the best position to be selected for an interview. By following the formula below, you will create the complete, fully realized bullet points that employers expect. You will also want to quantify your bullet points in order for employers to understand the context of your work.

## ***ACTION VERB* + CORE CONTENT + RESULT, PURPOSE, OR IMPACT**

***Developed*** programs that increased circulation of weekly newspaper by 6% and tracked progress

***Raised*** \$1250 from the freshman class for the Public Service Center

***Photographed*** 350+ participants and their families for the closing ceremony slideshow

***Developed*** an iteratively revised design for a purpose build accelerometer to explore acceleration changes in microgravity

***Researched*** commercial components to determine their suitability for use in the creation of a video conference kiosk

***Organized*** a fall event with \$16,000 budget and over 1500 attendees

It is important to diversify your bullet points and align them with the job description. Do not repeat yourself, even if your experiences are similar. Focus on different experiences, activities, and skills that can display how you meet the requirements listed. On the next two pages is a list of action verbs, aligned with transferable skills, which you can draw from when creating your bullet points.

# Action Verbs

## MANAGEMENT SKILLS

|              |              |           |             |              |
|--------------|--------------|-----------|-------------|--------------|
| administered | consolidated | directed  | organized   | recommended  |
| analyzed     | contracted   | evaluated | oversaw     | reviewed     |
| assigned     | coordinated  | executed  | planned     | scheduled    |
| attained     | delegated    | improved  | prioritized | strengthened |
| chaired      | developed    | increased | produced    | supervised   |

## COMMUNICATION SKILLS

|            |              |          |             |            |            |            |
|------------|--------------|----------|-------------|------------|------------|------------|
| addressed  | collaborated | directed | formulated  | lectured   | persuaded  | recruited  |
| arbitrated | convinced    | drafted  | influenced  | mediated   | promoted   | spoke      |
| arranged   | corresponded | edited   | interpreted | moderated  | publicized | translated |
| authored   | developed    | enlisted | lectured    | negotiated | reconciled | wrote      |

## RESEARCH SKILLS

|           |           |            |              |            |              |
|-----------|-----------|------------|--------------|------------|--------------|
| clarified | diagnosed | extracted  | interpreted  | organized  | surveyed     |
| collected | evaluated | identified | interviewed  | reviewed   | systematized |
| critiqued | examined  | inspected  | investigated | summarized |              |

## TECHNICAL SKILLS

|            |            |            |           |
|------------|------------|------------|-----------|
| assembled  | designed   | maintained | remodeled |
| built      | devised    | operate    | repaired  |
| calculated | engineered | overhauled | solved    |
| computed   | fabricated | programmed | upgraded  |

## TEACHING SKILLS

|              |             |             |            |            |
|--------------|-------------|-------------|------------|------------|
| advised      | coordinated | encouraged  | guided     | set goals  |
| clarified    | demystified | evaluated   | informed   | stimulated |
| coached      | developed   | explained   | instructed | trained    |
| communicated | enabled     | facilitated | persuaded  |            |





# Action Verbs

## FINANCIAL SKILLS

|              |            |            |            |
|--------------|------------|------------|------------|
| administered | audited    | computed   | marketed   |
| allocated    | balanced   | developed  | planned    |
| analyzed     | budgeted   | forecasted | projected  |
| appraised    | calculated | managed    | researched |

## CREATIVE SKILLS

|                |             |             |            |             |
|----------------|-------------|-------------|------------|-------------|
| acted          | developed   | founded     | integrated | performed   |
| conceptualized | directed    | illustrated | introduced | planned     |
| created        | established | initiated   | invented   | revitalized |
| customized     | fashioned   | instituted  | originated | shaped      |

## HELPING SKILLS

|           |              |              |               |
|-----------|--------------|--------------|---------------|
| assessed  | counseled    | expedited    | motivated     |
| assisted  | demonstrated | facilitated  | referred      |
| clarified | diagnosed    | familiarized | rehabilitated |
| coached   | educated     | guided       | represented   |

## ADMINISTRATIVE SKILLS

|            |           |             |           |           |              |
|------------|-----------|-------------|-----------|-----------|--------------|
| approved   | collected | implemented | organized | recorded  | systematized |
| arranged   | compiled  | inspected   | prepared  | retrieved | tabulated    |
| catalogued | executed  | monitored   | processed | screened  | validated    |
| classified | generated | operated    | purchased | specified |              |

## MORE VERBS FOR ACCOMPLISHMENTS

|          |           |          |             |
|----------|-----------|----------|-------------|
| achieved | improved  | reduced  | restored    |
| expanded | pioneered | resolved | spearheaded |



# Resume Dos AND DON'TS

Adapted from *The Damn Good Resume Guide*. Yana Parker, Berkley, Ten Speed Press, 2012.

| Dos   | Dont's   |
|---|--|
| Keep your resume to 1-2 pages!  | Use an unprofessional email address  |
| Use consistent formatting throughout  | Use different formats (8/16   Aug 16   8.2016)   |
| Use bullet points   | Describe your experience in paragraph form   |
| Tailor your resume to each position   | Use one resume for all applications  |
| Update your resume at least once per semester   | Reveal personal details<br>(gender, religion, sexual orientation, citizenship)                                 |
| Use bold, underline, and italics sparingly  | Use bold, underline, and italics sparingly   |
| Use an easy to read common font   | Use decorative fonts, colors, or infographics<br>(Unless you are going into graphic design or a creative file) |
| Use at least a 10-12 pt font size for your bullet points.<br>Use at least a 16pt font size for your name. | Use a font size below 10pt...no one can read it  |
| Use narrow margins (.5") in order to fit more content<br>in and allow it to be easily printed             | Create custom margins below .5", it will not print well  |
| Send your resume in a PDF format  | Send your resume in a .doc or .docx format, unless<br>specifically requested                                   |
| Include both month and year when writing your dates   | Include the day  |
| Use simple, every day language  | Use overly technical language that may confuse<br>the reader   |
| Be 100% honest on your resume   | Lie or embellish your accomplishments  |
| Print your resume on quality paper when<br>distributing in person   | Repeat yourself  |
| Have a PCA or a CCD team member<br>review your resume!  | Send out your resume without a critique.   |





# Graduate Resume Template

12 point font for your contact information; 11+ point for the body of your resume; 0.5-1" margins

## Your (Nickname) Name in 18-24 Point, Bold

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Mailing address, City, State & Zip Code   ■   [Email address](#)   ■   Telephone   ■   [LinkedIn address](#)

### EDUCATION

Rice University, Houston, TX

Month and Year of Graduation

Master of Science in \_\_\_\_\_

GPA: (Optional- Only if 3.0 or higher) / 4.00

Undergraduate University, City, ST

Month and Year of Graduation

Bachelor of Arts/Science in XXX

**RELEVANT COURSEWORK** (Optional) List classes related to career goals. List no more than 8.

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

### RELEVANT PROJECTS (Optional)

Project Name, Rice University, Houston, TX

Month (Abbreviate) Year - Month Year

- List your accomplishments and what you learned/skills you gained
- Highlight transferable skills in your bullets by using strong action verbs

### EXPERIENCE (List in reverse chronological order)

Name of Business or Organization, City, State

Month (Abbreviate) Year - Month Year

Position Title

- Put your strongest selling point first! Look at the job descriptions to garner what transferable skills are most important to the employer, and highlight those throughout the bullets
- Focus on accomplishments and results, not just job duties
- Provide details about the context of your responsibilities and their impact on the organization
- Quantify any results whenever possible and use industry keywords/buzzwords

Name of Business or Organization, City, State

Month (Abbreviate) Year - Month Year

Position Title

- Begin each bullet point with an **action verb**
- If it happened in the past, make sure you use past tense
- Avoid repetition: try not to use the same words and/or phrases over and over again

### SKILLS (Optional)

Computer Skills:

Language Skills: bilingual in, fluent in, proficient in, conversational, basic in

Industry-Specific Skills:

### HONORS (Optional)

Dean's List: List semesters awarded

Include any Scholarships, Year Awarded

**ACTIVITIES** (Optional) (For leadership positions, describe your accomplishments with bullets)

Professional Association, **Position Title in Bold**

Month (Abbreviate) Year - Month Year



# Sample Resume #1

## ANIL CHATUR

1000 Carondole Street, Mailbox 200, Houston, TX 77005 • 123-456-7890 • AC13@rice.edu

### EDUCATION

- RICE UNIVERSITY**, Houston, TX Expected Dec 2015  
Professional Science Master's - Bioscience Research and Healthcare Policy  
*Key Coursework:* Health Policy, Healthcare Negotiations, Healthcare Operations Management, Healthcare Costing
- MIIT** - Maypee Institute of Information Technology, Noor, India May 2013  
Bachelor of Technology - Biotechnology, GPA 3.5/4.0  
*Key Coursework:* Financial Management, Project Management, Knowledge Management, Statistics
- WELLESLEY COLLEGE**, Wellesley, MA Fall 2012  
Writing in the Sciences - Seminar Course on technical, scientific writing

### TECHNICAL SKILLS

- **Analytical:** Market Research, Cost Models, Statistics, Microsoft Excel, SPSS
- **Computer:** PubMed, Adobe Photoshop, Adobe Flash, Dreamweaver, C and MATLAB (Acquiring Knowledge)

### WORK EXPERIENCE

- INSEA GROUP** – Delhi, India Jan 2013 - May 2013  
*Leading market research company offering management, strategy, and market research worldwide*  
**Healthcare Market Research Analyst**
- Assessed drivers and risks, competitor benchmarking, companies and product profiling, and historical trends to develop an understanding of the dynamics of the Global Biopharmaceutical capacities
  - Addressed key trends, worked on quantitative summary and analysis, cost models, combination of data, text, graphics and schematics to document the Asian Meningitis Vaccine Market
  - Conducted primary market research and generated Prefeasibility Report on setting up a Healthcare Center
  - Created a productive database to assess the efficiency of hours worked by IMEs and skill improvement
  - Added value to each service line including Access, Operations, Accounting, Marketing, Coding and Billing
- BIOTECHNOLOGY LABORATORY** - MIIT, India Aug 2011 - Dec 2013  
*Top 5 biotechnology laboratory in India, with dedicated applied research in biotechnology and genomics*  
**Bioscience Research Assistant – Engineering synthetic regulatory systems to predict signaling pathways**
- Resolved problem of quantitative estimation (size, charge) of proteins present in pool
  - Estimated calcium and phosphate precipitation at different stages of calculi formation
  - Updated and maintained online protein databases following all experiments using Excel
- DARGAH HEALTHCARE CENTER** – Noida, India Fall 2011, 2012  
**Healthcare Intern** – *Center serves an underserved community of 10,000 families*
- Assisted in planning and implementing nurse schedules, patient appointments, budgets
  - Converted all paper inventory (over 5,000 records) to electronic format which increased staff productivity

### AWARDS/INTERESTS

- Movie Making- 'The Lost Shoe' Short Film-Coordinator, Editor Fall 2012
- Volunteer Teacher, Kuptal Blind School, Delhi, India Fall 2012
- Winner, National Karate Championship Fall 2011
- Student Leadership Award for Philanthropy Fall 2011

8.50 x 11.00 in





# Sample Resume #2

## Jane Owl

(281) 111-1111 • jane.owl@rice.edu • Houston, TX 77005

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### Education

#### Rice University (Houston, TX)

Master of Bioscience and Health Policy

May 2019

Bachelor of Science in Bioengineering

May 2017

- *Relevant Coursework:* Lab: Tissue Culture, Biomedical Engineering Instrumentation, Cellular Engineering, Bioreaction Engineering, Thermodynamics, Numerical Methods

Organization for Tropical Studies, Duke University (South Africa)

July 2015-August 2015

- Global Health in South Africa

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### Work Experience

*Research Assistant*, Texas Children's Hospital (Houston, TX)

August 2015-Present

- Assess exposure of mammals to pathogens transmitted by soft ticks via western blots
- Grow and passage bacteria for later use in transmission studies to help develop new malaria treatment

*Student Assistant*, Bioscience Research Collaborative (Houston, TX)

March 2014-Present

- Compile information from literature searches to update faculty research highlights
- Organize book orders for 26 graduate student
- Generate 90 certificates for Responsible Conduct of Research graduates

*Summer Intern*, Windy Cove Energy (Houston, TX)

June 2015-July 2015

- Organized and performed quality control production and log data
- Reviewed well bore data to ascertain which wells can be utilized in a CO2 flood
- Investigated alternative CO2 flood injection pattern scenarios to increase output

*Residential Counselor*, Austin College, Duke University (Sherman, TX)

June 2014-August 2014

- Coordinated daily programs and events for 1,000+ students
- Supervised and facilitated resolution in times of conflict between 13 girls

*Research Assistant*, McDevitt Lab, Rice University (Houston, TX)

June 2012-July 2012

- Fabricated and conducted clinical tests on lab-on-a-chip cards to optimize efficiency in clinical tests
- Analyzed biomarker signatures through the use of nanobeads

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### Leadership & Professional Development

*Vice President*, Club Sailing Team

March 2016-Present

- Coordinate and schedule weekend practice and regattas with coaches and 20 members
- Manage travel forms and driving logs for 50+ off campus events per year

*Mentor*, Biomedical Engineering Society

August 2015-Present

- Mentor a sophomore bioengineer in coursework and future career options

*Member*, Rice University MedicOwls

August 2015-Present

- Support and fund shipments of medical supplies to two hospitals in developing countries
- Develop written manuals that break down the information for troubleshooting biotechnology

*Member*, Rice University Volunteers Around the World

August 2015-Present

- Fundraise \$2000 for medications and supplies to distribute in Peru



# Sample Resume #3

NOTE: Midway through his Master's program in International Studies, John realizes he is no longer interested in pursuing a career directly related to his field and decides to pursue a career in data analytics. He breaks up his research experiences into individual projects in order to emphasize his quantitative abilities. Notice John's emphasis on his transferable skills.

## John Doe

Houston, TX 77005 | (301) 123-4567 | johndoe@rice.edu | linkedin.com/in/johndoe

### EDUCATION

Rice University, Houston, TX

Master's in International Studies, GPA: 4.03/4.00

May 2016

University of Maryland, College Park, MD

Bachelor of Art in History, GPA: 3.96/4.00 (*Summa Cum Laude*)

May 2008

### SKILLS

Quantitative Skills: Linear Regression, Multivariate Modeling, Hierarchical Linear Models, Times Series Analysis, Survival Analysis, Bayesian Statistics, Survey & Laboratory Experiments

Computer Skills: R, Stata, SPSS, JAGS, openBUGS, LaTeX, Salesforce, MS Word, Excel, PowerPoint

Language Skills: Fluent in English, Spanish and French

### RELEVANT DATA ANALYSIS PROJECTS

**Experimental Evidence for International Cooperation**, Rice University, Houston, TX

May 2013 – May 2016

- Designed and executed a computer-based laboratory experiment with 130 human subjects to examine the effect of information from international institutions on state contributions to a public good
- Drafted paper including data visualizations and explanation of statistical results
- Obtained \$2000 grant from Rice University to fund the study

**Statistical Analysis of Multilateral Treaties**, Rice University, Houston, TX

Oct. 2013 – May 2015

- Collected data on ratification of 85 multilateral treaties by 190 countries from international organization websites
- Conducted large-N statistical analyses with over 180,000 observations and found a positive relationship between the percentage of women in parliament and multilateral treaty ratification
- Summarized results in a paper presented at the 2015 International Studies Association Annual Convention
- Awarded Best Graduate Student Paper from the International Studies Association

**Multilevel Modeling of Treaty Reservations**, Rice University, Houston, TX

Apr. 2013 – Apr. 2014

- Extracted information on 487 reservations to human rights treaties from UN records
- Analyzed data using multilevel modeling and selection models to identify the factors associated with withdrawing reservations to the Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW)
- Wrote paper and presented the project at the 2013 American Political Science Association Annual Meeting

### RELEVANT WORK EXPERIENCE

**Teaching Assistant for Quantitative Methods**, Rice University, Houston, TX

Aug. 2015 – Dec 2015

- Led exam review sessions for a class of over 70 undergraduate students
- Explained statistical techniques, such as t-tests, ANOVA, Chi-squared tests, and linear regression to students

**Graduate Research Assistant**, Rice University, Houston, TX

Aug. 2013 – Aug. 2015

- Coded the content of interstate alliances for the Alliance Treaty Obligations and Provisions data set
- Streamlined code for translating data from one Excel spreadsheet to Stata files in six different formats

**Recruitment Coordinator**, ABC International, Paris, France

Nov. 2012 – Apr. 2015

- Recruited over 50 students for study abroad programs at ABC International
- Maintained a Salesforce database of hundreds of leads for the marketing department

**Personal Computing Instructor**, Kaplan, Paris, France

July 2009 – July 2012

- Instructed intensive 3-5 day courses in personal computing software including MS Word, Excel, Powerpoint, Outlook, Sharepoint, and Photoshop



# RICE CCD Resume Checklist

| LAYOUT & APPEARANCE  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| Is your name at the top of the page in an easy-to-read font?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Is your address, phone number, email, and LinkedIn easy to read and on one line?                             | <input type="checkbox"/> | <input type="checkbox"/> |
| Is your resume an appropriate length (1 page preferred)?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Is formatting (e.g., font, bullet sizes, heading styles, bold, and caps) consistent throughout the resume?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Are the headings and bullets evenly spaced?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Are verb tenses in the present tense for current positions and past tense for previous positions?            | <input type="checkbox"/> | <input type="checkbox"/> |
| Are there approximately 2-4 statements per position?   | <input type="checkbox"/> | <input type="checkbox"/> |
| If using bullet points, are the bullets an appropriate size, and is there space between the bullet and text? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is punctuation consistent?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the resume polished and appealing to read, with sections clearly labeled?                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the resume free of typographical errors and misspellings?   | <input type="checkbox"/> | <input type="checkbox"/> |

| CONTENT  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| Are the following headings included: Education, Experience, Activities, Skills (variations may exist like Research Skills or Technical Skills)?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Do entries in Activities and/or Honors demonstrate additional skills or experiences as opposed to listing numerous extracurricular activities?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the Education section state official degree and expected graduation date? Is GPA (if over 3.0 or required) included and accurate?           | <input type="checkbox"/> | <input type="checkbox"/> |
| In Relevant Courses, do the courses (named, not listed as numbers) demonstrate a higher level or relevant supplementary knowledge?               | <input type="checkbox"/> | <input type="checkbox"/> |
| Do the bullets in the Experience section begin with action verbs? Are a variety of action verbs utilized in the section?                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Do the statements demonstrate accomplishments rather than routine tasks/duties?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Are statements written in short and concise phrases that give enough detail to pique interest without being repetitive/excessive in description? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the resume list honors and/or special skills such as languages, programming skills, etc.?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Do bullets follow the formula: action verb + core content + results/purpose/impact?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Are results stated in bullet form quantified (Ex. Increased efficiency by 20%)?  | <input type="checkbox"/> | <input type="checkbox"/> |



# About the RICE CENTER FOR CAREER DEVELOPMENT

## VISION:

To empower all Rice students to find and make their place in the world.

## MISSION:

We believe all Rice students are capable of achieving their professional goals.

### Our mission is to support this by:

- **EDUCATING** them on knowledge of self, career options, and resources
- **CONNECTING** them with opportunities through the global Rice network
- **EMPOWERING** them with the confidence, skills, and tools to achieve lifelong career fulfillment

## CONNECT WITH US:



[linkedin.com/company/riceccd/](https://www.linkedin.com/company/riceccd/)



[facebook.com/riceccd](https://www.facebook.com/riceccd)



[instagram.com/riceccd/](https://www.instagram.com/riceccd/)



[twitter.com/RiceCCD](https://twitter.com/RiceCCD)

## CONTACT US:

### Center for Career Development

Huff House, Rice University

6100 Main Street, MS 521

Houston, TX 77005

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[ccd.rice.edu](http://ccd.rice.edu)

[ccd@rice.edu](mailto:ccd@rice.edu)



RICE UNIVERSITY

Center for Career Development