

PETER AND NANCY HUFF HOUSE



RICE

Center for Career Development

RICE CENTER FOR CAREER DEVELOPMENT

RESUME GUIDE





Do you need a resume as a freshman?

Yes! Many people may ask you for your resume, both on and off campus. If you are looking to get involved in undergraduate research, expect your future faculty supervisor to ask for your resume. If you are seeking a fellowship, grant, or scholarship, you will likely need to submit a resume as part of your application. Thinking about applying to internships or summer jobs? You will need a resume!

What's a resume?

A resume is your personal marketing material.

A resume is intended to get you an interview, where you will have a chance to further describe what you can contribute to an organization and differentiate yourself from the competition. The key is to keep your resume well organized, concise, and accomplishment-focused.

Will my high school resume work?

No. Generally High School resumes are long, multi-page lists of what you have done. Though helpful when applying to college, this is not what employers are expecting from a college student. College resumes represent a story of what you can do, of how you can fit into their organization and contribute to the organizational goals.

How should I begin writing my college resume?

Begin by brainstorming a list of experiences and skills that you might want to include in a resume. Consider your academic background, paid and volunteer work or internships, research projects, extracurricular activities, awards, and special skills. Once you have compiled your list, you can start organizing this information into the appropriate categories and focus on tailoring the information you include to your target industry.

Optimal Resume, found in the resource section of Handshake, can be a excellent tool to help you craft your resume.

What sections should I include in my college 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 Center for Career Development (CCD) or talk to a Peer Career Advisor (PCA) 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



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 the perfect bullet point 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

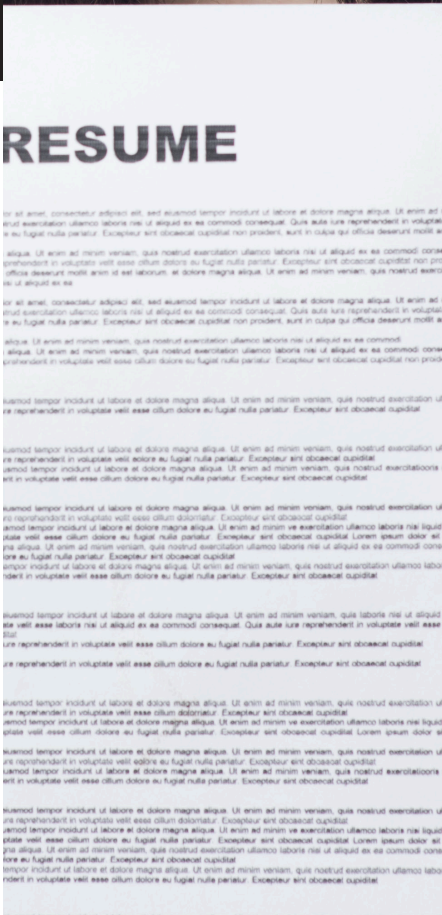
It is important to diversify your bullet points and to align them with the job description. Do not repeat yourself, even if your experiences are similar. Focus on different experiences, activities, and skills that can display how you meet the requirements listed. Below, and on the next page, is a list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

Management Skills		Communication Skills		Research Skills		Technical Skills	
administered	improved	addressed	interpreted	clarified	interpreted	assembled	maintained
analyzed	increased	arbitrated	lectured	collected	interviewed	built	operate
assigned	organized	arranged	mediated	critiqued	investigated	calculated	overhauled
attained	oversaw	authored	moderated	diagnosed	organized	computed	programmed
chaired	planned	collaborated	negotiated	evaluated	reviewed	designed	remodeled
consolidated	prioritized	convinced	persuaded	examined	summarized	devised	repaired
contracted	produced	corresponded	promoted	extracted	surveyed	engineered	solved
coordinated	recommended	developed	publicized	identified	systematized	fabricated	upgraded
delegated	reviewed	directed	reconciled	inspected			
developed	scheduled	drafted	recruited				
directed	strengthened	edited	spoke				
evaluated	supervised	enlisted	translated				
executed		formulated	wrote				
		influenced					

Action Verb List (Continued)

Teaching Skills	Financial Skills	Creative Skills
advised clarified coached communicated coordinated demystified developed enabled encouraged evaluated explained facilitated guided informed instructed persuaded set goals stimulated trained	administered allocated analyzed appraised audited balanced budgeted calculated computed developed forecasted managed marketed planned projected researched	acted conceptualized created customized developed directed established fashioned founded illustrated initiated instituted integrated introduced invented originated performed planned revitalized shaped

Helping Skills	Administrative Skills	More Verbs for Accomplishments
assessed assisted clarified coached counseled demonstrated diagnosed educated expedited facilitated familiarized guided motivated referred rehabilitated represented	approved arranged catalogued classified collected compiled executed generated implemented inspected monitored operated organized prepared processed purchased recorded retrieved screened specified systematized tabulated validated	achieved expanded improved pioneered reduced resolved restored spearheaded



Resume

John Applicant

20 Looking Road, Jobmarket, 1025
Mob (0212) 1234-5678

file

education and experience have allowed me to develop strong
in software development, systems analysis
experience with and aptitude
relationships.

plenty of initiative and have
solving skills. I am a
deadlines while at the
mail.
developed written & verbal
new skills, systems
further development of my skills and
opportunities for me to be extended
ive, co-operative, have a good sense
king within a dynamic fun-loving

Resume Dos and Don'ts

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

Dos	Don'ts
Keep your resume to 1 page!	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 (gender, religion, sexual orientation, citizenship)
Use bold, underline, and italics sparingly	Use bold, underline, and italics frequently and/or together
Use a clean, easy to read sans-serif font	Use decorative fonts, colors, or infographics*
Use at least a 10-12 pt font size for your bullet points. Use at least a 16pt font size for your name.	Ever, ever use a font size below 10pt....no one can read it
Use narrow margins (.5") in order to fit more content in and allow it to be easily printed	Create custom margins that go below .5", as it will not print well
Send your resume in a PDF format	Send your resume in a .doc or .docx format, unless specifically requested
Include both month and year when writing your dates	Include the day, semester (Fall), or only the year when writing your dates
Use simple, every day language	Use overly technical language that may confuse the reader
Be 100% honest on your resume	Lie or embellish your accomplishments
Print your resume on quality paper when distributing in person	Repeat yourself
Have a PCA or a Career Counselor review your resume!	Send out your resume without a critique.

*Unless you are going into graphic design or a creative field

Sample Resume

*Single Space, Opt Before & After Line Spacing, Narrow Margins (.5")—
12 pt font for contact information, 10 or 11 point for body of your resume*

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

Current (or Permanent) mailing address • Phone • Professional e-mail address • LinkedIn address

OBJECTIVE/SUMMARY(optional) Seeking position with type of company (or industry), utilizing skills (~3)

EDUCATION

Rice University, Houston, TX

Bachelor of Art (or Science) in _____ (major) Month & Year of Graduation

Minor: _____ | GPA (or GPA in Major): _____ (Optional- Only if 3.5 or higher)

Foreign University/Community College

Study Abroad/Associate of Art (or Science) in _____ (major) Month & Year of Completion

RELEVANT COURSEWORK (Optional)

List classes related to your career goals. Do not abbreviate or list catalog numbers. You can use columns to format.

RELEVANT PROJECTS/RESEARCH (Optional)

Project Name, Rice University, Houston, TX Month & Year – Month & Year

- List your accomplishments and what you learned/skills you gained
- Use action verbs to integrate transferable skills into your bullets to better explain what you did
- Whenever possible, be sure to quantify

EXPERIENCE (List in reverse chronological order)

Position Title/Role Month & Year – Month & Year

Company/Organization, City, ST

- Put your strongest selling point first! Look at the job description to garner what is most important to employer
- Focus on actual accomplishment and results, not just job duties
- Provide details regarding the context of your responsibilities and how it impacted the organization
- Quantify any results whenever possible and use industry keywords (found in job description/OOH)

Position Title/Role Month & Year – Month & Year

Company/Organization, City, ST

- Begin each bullet point with a strong action verb
- Be consistent with your tenses; if it happened in the past, use past tense
- Avoid repetition; try not to use the same words and/or phrases over & over again

SKILLS

Computer skills:

Language skills:

Industry-Specific skills: (Optional – Some industries have many, some have none)

ACTIVITIES/HONORS/INVOLVEMENT (If you held a leadership position, describe accomplishments)

- Professional Association, Title Month & Year – Month & Year
- Student Organization, Title Month & Year – Month & Year

Sample High School Resume

Jane Freshman



123 Parent's House
Hometown, TX 55555

555 555-5555
janesofresh@gmail.com

Objective	To get into a good university where I can get a quality education to prepare me for a job in the business world after graduation	
Education	Hometown High School GPA: 4.2/4.0 SAT: 1430 ACT: 26 AP Calculus: 5	Hometown, TX
Honors/Awards	Hometown High School Honor Roll National Merit Scholar Book Award National Honor Society <i>Treasurer</i> TX State All-Academic Team- Basketball	Grades 9 – 12 Grades 9 – 12 Grades 10 – 11 Grades 10 – 12 <i>Grade 12</i> Grades 10-12
Extracurricular	High School Paper <i>Chief Editor</i> Student Council Varsity Basketball HHS Connect Leader Actively Caring Club Freshman Band	Grades 9 – 12 <i>Grade 12</i> Grades 10 – 12 Grades 9 – 12 Grade 11 Grades 9-12 Grade 9
Employment	Mister Mario's Pizza <i>10 hrs/wk</i> Tutor <i>5 hrs/wk</i>	Grades 10 – Present Grade 11
Volunteering	Church Acolyte <i>1 hr/wk</i> Relay for Life participant <i>I raised over \$500 dollars each year</i> Dog-Gone-It Pet Rescue <i>2 hrs/wk</i>	Grades 9 – Present Grades 10 – 12 Grade 9
Interests	Guitar, photography, travel, reading	

Sample College Freshman Resume

Jane Freshman

Houston, TX 77005 • 555 555-5555 • jane.freshman@rice.edu • linkedin.com/in/janefreshman

EDUCATION

Rice University, Houston, TX

May 2020

Bachelor of Arts in Political Science

High School Name, City, ST

May 2016

Awards: National Honor Society, National Merit Scholar

GPA: 3.8/4.0

High School information
can be included freshman
year, but should drop off
sophomore year.

RELEVANT COURSEWORK

Urban Studies, Legal History, Policy Studies, Statistics

EXPERIENCE

Rice Giving Campaign, Houston, TX

November 2016 - April 2017

Class of 2019 Co-Chair

- **Led** freshman team in soliciting donations for annual giving campaign
- **Trained** 12 members from the freshman class in fundraising activities, and set and monitored individual and team goals to raise \$1,250 for Public Service Center
- **Organized** a week-long schedule for 12 team members to staff a booth
- **Achieved** 31% participation within the freshman class, higher than that of sophomores and juniors

To write bullets:
ActionVerb +
Core Content +
Result, Purpose,
or Impact

High School Newspaper, City, ST

August 2014 - May 2015

Chief Editor

- Produced weekly newspaper with full responsibility for proofreading all content prior to publication and authoring two to three articles per issue
- Trained and oversaw staff of 14, leading weekly meetings and offering continuous support regarding content and page design
- Collaborated with adviser to plan each issue, including production calendar
- Developed programs that increased circulation by 6% and tracked progress

Right
flush
dates

Tutor, City, ST

January 2014 - May 2014

- Provided weekly, individual instruction to 5 students in advanced algebra
- Students grades increased overall by 20% at end of semester

ACTIVITIES AND AWARDS

National Honor Society, City, ST

August 2014 - May 2015

Treasurer

Organization Name, City, ST

August 2013 - May 2014

Volunteer

SKILLS

Computer: Microsoft Word, PowerPoint, Excel, MatLab

Languages: Basic Spanish

Sample Mechanical Engineering Job Description

Mechanical Engineering Job Description and Sample Resume

Following is a job description for a Mechanical Engineer. When writing your resume, **tell your story using examples** of your experience, knowledge, skills and abilities that are **most relevant to the prospective position and employer**.

Qualifications:

If you have a PhD, master's, or bachelor's degree in mechanical, aerospace, or automotive engineering or in a similar discipline, apply for a position as a Mechanical Engineer.

Mechanical Engineer

Job Summary:

Mechanical Engineers work under general direction, applying their skills and expertise to **generate solutions that require development or sustainment of new or improved techniques, procedures, or products**. Responsibilities include assisting with **planning, conducting, and evaluating** approaches to **meet project objectives in a timely**, cost-effective fashion.

Successful Mechanical Engineers are self-motivated and **work effectively in team or individual situations**. They have excellent communication skills and can handle **multiple projects and activities simultaneously**.

Essential Responsibilities and Duties:

- Analyze, design, **develop**, and maintain **products; assist in commercialization**.
- Assist in identifying and organizing requirements. **Apply usability procedures and principles at project or product-line level or through customer input**.
- Build prototypes, products, and systems for **testing**; set up and run laboratory simulations.
- Design testing procedures and coordinate testing. Conduct tests, **document results, and develop client presentation**.
- Conduct and/or participate in technical reviews of requirements, specifications, designs, codes, and other artifacts.
- Evaluate engineering approaches and risks to produce and iterate development plans.
- Train and support clients and field representatives.
- Identify and keep abreast of novel technical concepts and markets.
- **Contribute to design standards and support design reuse**.
- Author technical reports, papers, articles, presentations, and patents.

Qualifications:

- PhD, master's, or bachelor's degree in mechanical, aerospace, or automotive engineering or in a similar discipline.

Sample Mechanical Engineering Resume

Thomas Meche

thomas.meche@rice.edu | 555-555-5555 | linkedin.com/in/thomasmeche | Houston, TX 77005

EDUCATION

Rice University, Houston, TX

May 2016

Bachelor of Science, Mechanical

Engineering GPA: 3.7/4.0

Relevant Coursework:

Statics, Dynamics, Engineering Analysis, Mechanics of Materials, Fluid Mechanics, Measurement and Instrumentation, Mechanical Engineering Thermodynamics, Industrial Processes, Elements of Material Engineering, Machine Design

RELEVANT EXPERIENCE AND PROJECTS

Senior Design Project

January 2016 – May 2016

Rice University, Houston, TX

- Completed project at DEF Company, a manufacturer of machine tools for the sheet metal industry.
- Assisted engineering department in designing straight hand seamer used in bending, seaming and flattening sheet metal.
- Created models using SolidWorks and incorporating input from cross-functional product development collaborations.
- Contributed idea for change in handle design that is expected to improve comfort and safety when gripping the seamer. Product is currently in preproduction testing phase.
- Documented results and presented final project presentation to company employees and Rice faculty.

Machinist and Welder

September 2015 – May 2016

ABC Machining Company, Houston, TX

- Developed fabrication and machine shop skills, managing multiple projects simultaneously and completing all projects on time and to specifications.
- Handled welding assignments that involved installing, repairing and fabricating materials, Became adept at reading blueprints, drawing and fulfilling work orders.
- Demonstrated advanced skills in operating equipment and machines including CNC machines, cutting machines and hydraulic presses for the fabrication of mechanical components.

Intern

May 2015 – September 2015

Engineering Business Solutions, Houston, TX

- Completed four-week training course in PL/SQL and Visual Basic.
- Contributed as member of team developing new version of key software product.
- Developed reports according to client specifications.
- Interacted and collaborated with team members, supervisors and client contacts.

Jones College Associate Justice

September 2013 – May 2014

- Communicated with students in response to various issues and complaints.
 - Mediated disputes between students.
 - Managed and followed through with the registration of student events within Jones College.
-

SKILLS

Computer: AutoCAD, SolidWorks, MS Project, MATLAB, MS Excel, MS Word, Visual Basic, PL/SQL, C, C++

Rice Center for Career Development **Resume Checklist**

Layout & Appearance	Yes	No	Comments
Is name at the top of the page in an easy to read font? Are address, phone number, email, and LinkedIn also easy to read and on one line?			
Is resume an appropriate length (1 page preferred)?			
Is formatting (e.g., font, bullet sizes, heading styles, bold and caps) consistent throughout the resume? Are the headings and bullets evenly spaced?			
Are verb tenses in the present tense for current positions? Are verb tenses in the past tense for previous positions?			
Are there approximately 2-4 statements per position?			
If using bullet points, are the bullets an appropriate size and is there space between the bullet and text?			
Is punctuation consistent?			
Is the resume polished and appealing to read, with sections clearly labeled?			
Is the resume free of typographical errors and misspellings?			
Content			
Are the following headings included: Education, Experience, Activities, Skills (variations may exist like Research Skills or Technical Skills)?			
Do entries in Activities and/or Honors demonstrate additional skills or experiences as opposed to listing numerous extracurricular activities?			
Does the Education section state official degree and expected graduation date? Is GPA (if over 3.0 or required) included? Is GPA accurate?			
In Relevant Courses, do the courses (named, not listed as numbers) demonstrate a higher level or relevant supplementary knowledge?			
Do the bullets in Experience section begin with action verbs? Are a variety of action verbs utilized in the section?			
Do the statements demonstrate accomplishments rather than routine tasks/duties?			
Are statements written in short and concise phrases that give enough detail to pique interest without being repetitive/excessive in description?			
Does the resume list honors and/or special skills such as languages, programming skills, etc.?			
Do bullets follow the formula: action verb + core content + results/purpose/impact?			
Are results stated in bullet form quantified (Ex. Increased efficiency by 20%)?			