



FRESHMAN RESUME GUIDE



RICE[®]

Center for Career Development



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 RICELink: Powered by Handshake, can be an 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 **\$16000** 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 all of 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)



RESUME

... et ad amet, consectetur adipiscing elit, sed eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad
 erit exercitatio ullamco laboris nisi ut aliquid ex ea commodo consequat. Quis aute iure reprehenderit in voluptate
 re eu fugiat nulla pariatur. Excepteur sint obaecceat cupidatat non proident, sunt in culpa qui officia deserunt mollit
 aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquid ex ea commodo conse
 quentid in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint obaecceat cupidatat non pro
 id et amet, consectetur adipiscing elit, sed eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad
 erit exercitatio ullamco laboris nisi ut aliquid ex ea commodo consequat. Quis aute iure reprehenderit in voluptate
 re eu fugiat nulla pariatur. Excepteur sint obaecceat cupidatat non proident, sunt in culpa qui officia deserunt mollit
 aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquid ex ea commodo conse
 quentid in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint obaecceat cupidatat non pro
 id et amet, consectetur adipiscing elit, sed eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad
 erit exercitatio ullamco laboris nisi ut aliquid ex ea commodo consequat. Quis aute iure reprehenderit in voluptate
 re eu fugiat nulla pariatur. Excepteur sint obaecceat cupidatat non proident, sunt in culpa qui officia deserunt mollit
 aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquid ex ea commodo conse
 quentid in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint obaecceat cupidatat non pro
 id et amet, consectetur adipiscing elit, sed eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad
 erit exercitatio ullamco laboris nisi ut aliquid ex ea commodo consequat. Quis aute iure reprehenderit in voluptate
 re eu fugiat nulla pariatur. Excepteur sint obaecceat cupidatat non proident, sunt in culpa qui officia deserunt mollit
 aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquid ex ea commodo conse
 quentid in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint obaecceat cupidatat non pro

Teaching Skills

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

Financial Skills

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

Creative Skills

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

Helping Skills

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

Administrative Skills

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

More Verbs for Accomplishments

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
ail.
developed written & verbal
to new skills, systems
further development of my skills and
opportunities for me to be extended
ive, co-operative, have a good sense
making within a dynamic fun-loving

Resume Dos and Don'ts

Adapted from *The Damn Good Resume Guide*. Yana Parker, Berkley, Ten Speed Press, 1996.

| 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 10pt font size for your bullet points. Use at least a 12pt font size for your contact info. 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

Use 18-20 Point, Bold for name; 11-12 Point for contact; 10-12 Point for body

Jane Freshman

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

EDUCATION

Rice University, Houston, TX
Bachelor of Arts in Political Science

Expected May 2020

High School Name, City, ST

Awards: National Honor Society, National Merit Scholar
GPA: 3.8/4.0

May 2016

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
Class of 2019 Co-Chair

November 2016- April 2017

- 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:
Action Verb +
Core Content +
Result, Purpose,
or Impact

High School Newspaper, City, ST
Chief Editor

August 2014 - May 2015

- 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 - 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
Treasurer

August 2014 - May 2015

Organization Name, City, ST
Volunteer

August 2013 - May 2014

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

Current Address:
5100 Main Street
Houston, TX 77005

thomas.meche@rice.edu
555 555-5555
[linkedin.com/in/thomasmeche](https://www.linkedin.com/in/thomasmeche)

Home Address:
155 Example Street
Houston, TX 77079

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, Dynamics of Machinery, Measurement and Instrumentation, Mechanical Engineering Thermodynamics, Industrial Processes, Elements of Material Engineering, Machine Design, Mechanical Vibrations, Thermal Systems Laboratory, Heat and Mass Transfer

RELEVANT EXPERIENCE AND PROJECTS

Senior Design Project

January - 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 - Present

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 - 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 - 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++

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 and email also easy to read? | | | |
| 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 statements 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 it polished and appealing to read, with sections clearly labeled? | | | |
| Is it free of typographical errors and misspellings? | | | |
| Content | | | |
| If there's an objective, does it clearly state what the student is seeking and is it consistent with opportunities offered by the employer of interest? | | | |
| Are the following headings included: Education, Experience, Activities & Honors | | | |
| 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 demonstrate higher level or relevant supplementary knowledge? | | | |
| Do statements 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 just enough detail to pique interest without being repetitive or excessive in description? | | | |
| Does it list honors and/or special skills such as languages, programming skills, etc. | | | |
| Do entries in Activities and Honors demonstrate additional skills or experiences as opposed to just listing numerous extracurricular activities? | | | |