

ALUMNI RESOURCES



RICE | BUSINESS

CAREER DEVELOPMENT OFFICE

ALUMNI RESOURCES

CAREER SERVICES

CAREER TRANSITION & DEVELOPMENT

You have lifelong access to assistance from the CDO. To access this assistance, email [Marie Bergeron](mailto:mcb1@rice.edu) at mcb1@rice.edu or call our front office at 713-348-2622.

RESUME DEVELOPMENT

[Professional Resume Development](#) · [Understanding ATSS/Tailoring Resumes](#)
[MBA Keyword List](#) · [Sample Professional Resumes](#)

LINKEDIN PROFILE OPTIMIZATION

[LinkedIn Tips](#) · [How to Create a Powerful LinkedIn Profile](#) · [LinkedIn Guys: Leveraging LinkedIn](#)
[LinkedIn for Job Searching: Webinar for Working Professionals](#)

INTERVIEW PREP

[How to Tell a Captivating Story](#) · [Sample Interview Questions](#)
[8 Body Language Tips for Your Next Job Interview](#) · [Behavioral Interview Workbook](#)

CASE INTERVIEWING

[6 Case Interview Resources](#) · [Case Interview: Complete Prep Guide](#)
[How to Ace the Consulting Case Interview](#)

COVER LETTER PREP

[Cover Letter Guide](#) · [Sample Cover Letters](#)
[Cover Letter Checklist](#) · [3 Keys to Writing Cover Letters That Stand Out](#)

MORE RESOURCES

[Managing a Career Transition](#) · [6 Great Questions to Ask Your Interviewer](#)
[Competing Effectively in a COVID-Impacted Job Search](#)

ONLINE CAREER RESOURCES

While access to our online service platforms may vary from year to year for alumni, the [alumni page on the CDO website](#) features our current offerings such as:

- [Big Interview](#) is a virtual mock interview platform featuring industry-specific interview sets created by the CDO
- [Skillsyncer](#) is a free resume keyword scanner and job application tracker.

EXTERNAL & ALUMNI RELATIONS

ALUMNI EMAIL ADDRESS

Request your alumni email address right away to be notified about activities and events for alumni. To get started, log into the Rice Portal linked below and fill out the request form there.

RICE PORTAL

Visit [this site](#) to set up your account and [watch this video](#) to learn more about the Rice Portal. Please be sure to keep your employment and contact information up to date across any future moves.

SALLYPORTAL

Through [Sallyportal](#) alumni can volunteer to mentor students, post job opportunities for alumni, and network with the entire Rice community. This is an opt-in network that includes all of Rice.

LINKEDIN, OWL CAREERS & SOCIAL MEDIA

Update your [LinkedIn](#) as well as your profile [OWL Careers](#) to reflect your MBA degree and any new employment information. We also encourage you to connect with professors, CDO staff, and others on LinkedIn to expand your reach into valuable Rice Business related networks. Join all relevant Rice Business alumni groups that are available through Instagram, Facebook, and [LinkedIn](#) to stay in contact with other active alumni. Update Rice Portal.

ALUMNI CLASS AUDITS

All lifelong learning information is located at [this page on the Rice Business website](#).

EVENTS CALENDAR

View our calendar of all [upcoming events](#), including joint CDO/Alumni Relations events.

REGIONAL ALUMNI CHAPTERS

In the event you leave the Houston area, be sure to [join a regional alumni chapter](#) and consider volunteering as a chapter Ambassador.

RANKINGS SURVEYS

At some point you may be sent a survey/questionnaire by US News & World Report, Bloomberg/Business Week, Financial Times or Forbes, asking about your experience in the MBA program and beyond. The publication must get a 25% return rate in order for the school to be ranked. Please respond if you can to help with rankings. Rice Business' upward movement in the rankings adds value to your degree!

GIVING BACK

Rankings are also impacted by percentage of alumni who contribute to their alma mater. Actual contribution amount is possibly less important than simple participation. [Click here to give back today](#).

ENGAGEMENT OPPORTUNITIES

RECRUIT RICE MBAs

Are you or your colleagues looking to hire MBA talent? Whether it's a full-time role, an internship, or contract work, the CDO would be thrilled to get your position posted, send you curated resume books or simply discuss recruiting opportunities. Contact our Corporate Relations and Employer Development team at EmployerRelations@rice.edu to learn about more opportunities that Rice Business offers for employer engagement.

VOLUNTEER

Interested in volunteering? [Follow this link and select your volunteer preferences](#) to give back to the Rice Business community in a variety of ways . Alternatively, you can also [create a profile in Sallyportal](#), Rice University's alumni networking platform.