



# THE WONDER WOMAN RÉSUMÉ CHEAT-SHEET



# Do you wish you could effortlessly produce a professional, elegant and impressive **Résumé**?

The **Wonder Woman Résumé Cheat Sheet** will give you the kick start to create a simple, professional and impressive **Résumé**. A **Résumé** which can be tailored and dispatched quickly and easily - putting you in the driving seat for your dream job.

We have developed this **Wonder Woman Résumé Cheat Sheet** and accompanying **Template** using our decades of experience in people and project management. Our inside knowledge has helped us create this simple tool to give a **head start to early career women** – helping you get a foot in the door.

Read through the **Wonder Woman Résumé Cheat Sheet** to discover what to do, and what to avoid, when putting your **Résumé** together. An example **Résumé** is included to clearly show how to implement these key tips. Our **Wonder Woman Résumé Template** will then give you the **exact layout required to create a simple, elegant and professional Résumé**.



# Wonder Woman Résumé Cheat-Sheet

## **Keep the style simple and clear.**

Use a simple and elegant font, with a minimalistic layout. Your Résumé should be all about the content. Fancy fonts and borders distract the eye and, in some cases, can look unprofessional. Keep it simple and clear for the reader.

## **Start with a compelling summary**

Can you summarise your top skills and experience in 3-5 bullets? Putting this summary at the top of your Résumé can quickly let the reader know what you're all about before they dive into the details. It's about catching their attention early on and leaving them excited to read more!

## **Demonstrate your achievements positively**

When it comes to talking about ourselves, we can be overly critical, or even embarrassed. As women, we don't want to come across as brash or big-headed. But now is the time to state your successes with pride! What may seem like a small achievement to you, will be crucial information for a potential employer.

## **Add a publications list**

This is part of stating your achievements. Including a publications list shows you have a credible background with proven abilities in your field. If you're just starting out this list may be small, but it is still important to demonstrate your professional capabilities.

## **Tailor your Résumé to each position**

This is a classic error which we have seen time and time again. Before you send that Résumé out, make sure you have read the job description and/or person specification for the position in detail. Then echo their language throughout your Résumé. For example, if they are looking for skills in a specific technical area, make sure this appears several times. You can even use these key words in your summary to really grab their attention.

### ☒ Don't list irrelevant hobbies

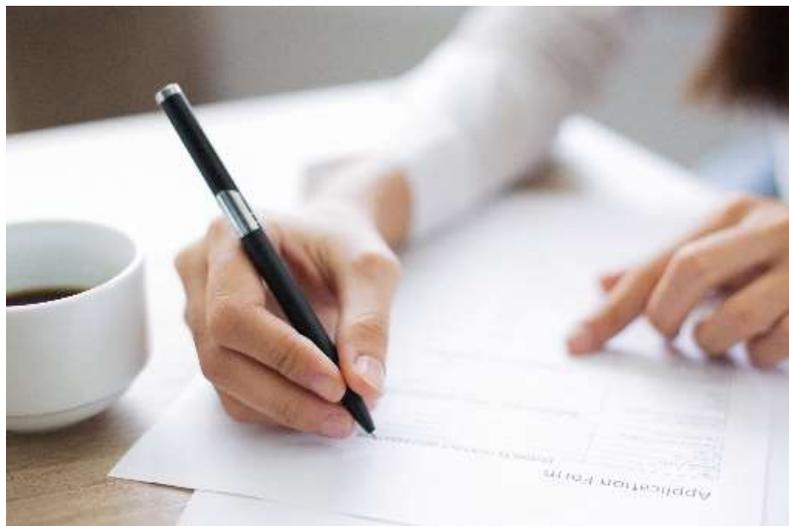
It can be tempting to fill your Résumé with a list of the things you get up to outside of work. But first, think about how these contribute to the position you are applying for. Do you really need to demonstrate skills in watching films, walking/running, or socialising? Save this space for something more relevant to the job.

### ☒ Don't include more than 2 pages

Employers usually have little time to read through every Résumé they receive. This is especially true for positions which are in demand. Show your respect for their time by keeping your Résumé to a maximum of two A4 pages. This doesn't mean use a tiny font size! Once you've made a first draft, look back through your Résumé and 'trim the fat'. Use shorter sentences which are to the point, and be laser-focussed on the job description. The only instance where further pages may be necessary is if you have a long publications list. Add this on to the end, but keep the main details to 1-2 pages.

### ☒ Don't include references unless asked for them

There's no need to add details on your references just yet, unless it has been specifically requested. In many cases the references are part of the next stage. Save the space for showcasing your skills and experience, rather than adding names, addresses and contact details of referees.



# Example Résumé

## Jill Smith

---

Address 32 Turner Road, London.  
Telephone +44 7777 123456  
Email jill.smith@emailaddress  
Languages English fluent, French basic.

*Personal details at the top, with a professional email address and contact details*

- Highly organized and efficient self-starter
- Excellent project management and leadership skills
- Exceptional communication skills, both written and verbal
- Strong decision making and problem-solving skills

*List your top personal and professional skills relevant to position applied for*

### Professional Posts and Projects

Company A, Assistant Project Officer  
2016 – Present

My achievements comprise:

- Drafting and finalizing technical reports and documents
- Coordinating peer review and quality assurance processes
- Organizing and attending high level international events and conferences

*For the top two posts list your main duties and achievements (3-5 bullets)*

Company B, Internship  
Summer 2015

My achievements comprised:

- Conducting a literature review as input to a United Nations project on Marine Spatial Planning
- Represented Company B at international conferences, including delivering a presentation to an audience of scientists and decision makers
- Engaging with prominent experts on Marine Spatial Planning, including networking and relationship building

Company C, Office Assistant  
2014 – 2015

My main duties included organising files, attending meetings, taking notes, and assisting with client phone calls. I developed a filing system which led to greater efficiency within the office.

*For all other positions, include 1-2 sentences on main achievements*

### Qualifications

M.Sc. (Distinction): Ecology and conservation, University of London, 2016

- Modules completed: Biodiversity and ecosystem services; etc.

*Include qualifications above professional posts if more recent*

B.Sc. (First Class Honours): Environmental Management, University of London, 2014

- Modules completed: Biodiversity conservation; Environmental protection etc.

A Levels: Biology, Chemistry, Physics, London College, 2011

## Technical Skills and Training

Project budgets, July 2016, Grade: Pass

- Preparing and maintaining project budgets

Microsoft Office, February 2015, Grade: Pass

- Modules included Microsoft Word, Excel, PowerPoint etc.



*Include details of any technical and/or specialist training courses here*

## Peer-reviewed Publications and Reports

**Smith, J.** (2016) Biodiversity data for decision making. Nature (in press).



*List all publications in chronological order*

Handle, P., **Smith, J.**, Young, C., et al. (2016). Monitoring national conservation. Science (in press).

**Smith, J.**, Wilson, L., Ross, E., & Vale, J. (2015). Ecosystem Assessment Report. Company A, London, UK.

**Congratulations!** You now have all you need to create a compelling, professional and elegant *Résumé*. If you've followed the tips on the **Cheat-sheet** and downloaded our **Wonder Woman *Résumé* Template**, then you have a **killer *Résumé* at your fingertips** – ready to tailor and dispatch effortlessly to put you in the perfect position to land your dream job!

For tips and advice on your job interview, check out our e-book - [The Wonder Woman Guide to Acing your Interview](#).

If you'd like to learn more, just visit our website at [weareallwonderwomen.com](http://weareallwonderwomen.com). Visit our [Facebook Page](#) to connect with other Wonder Women and share your job-seeking journey.

## About us



*Eugenie and Nadine, We are all Wonder Women*

At [We are all Wonder Women](#), we have a passion for helping women create and nurture impactful careers.

We provide help, advice and information with a practical focus to help women take action to be successful at all stages of their career.

We are conservation scientists with over 30 years' collective professional experience. We hold a strong combination of skills in fundraising, partnership-building, communication, with significant experience in managing projects and creating impact. Our unique and varied career paths have given us first-hand experience of the practical and ethical challenges associated with achieving a successful career.

[Follow us on Facebook](#) or contact us on [hello@weareallwonderwomen.com](mailto:hello@weareallwonderwomen.com) to find out more!

Copyright ©2017 We are All Wonder Women

All rights reserved. This e-book or any portion thereof may not be reproduced, redistributed or used in any manner whatsoever other than its intended purpose for personal viewing without the express written permission of the author. You may download and print this report for your own personal reading. If you wish to share this report with someone, please direct them to my website where they may sign up for their own copy.