

DEVELOPING A JOB OBJECTIVE

The job objective provides a focus for your resume. It consists of 1 or 2 sentences describing the kind of job you want. However, not all resumes will have objectives. In order to have an objective, there are 2 questions you should be able to answer:

1. What kind of position do you seek?
2. What kind of company or organization do you want to work for? (If you have several job objectives, you may have a resume for each specific objective.)

When writing your objective, be short and to the point. Avoid wordiness.

Instead of... “To obtain a challenging position in marketing or sales, providing an opportunity to apply skills and interest in sales, promotions, customer service and related ideas.”

...try “To obtain a position in marketing or sales.”

Instead of... “An entry-level position in a management training program with a company that will benefit from my highly developed organizational skills and solid background in finance.”

...try “An entry-level position in a management training program.”

SAMPLE JOB OBJECTIVES

- Development and design of digital and analog equipment.
- Management/marketing position in a health care setting.
- Seek employment as a design or project engineer.
- Integrating care in a neonatal nursery as a clinical specialist involving the clinical support of infants and children.
- An entry-level position within the operations management environment.
- A position as senior staff engineer or project leader involved with new product development.
- An advertising or public relations position with a large company.
- Seeking an entry-level position with a commercial bank.
- Entry-level opportunity to utilize desk-top publishing and editorial skills.