

Objective Statements

Writing objective statements is one of the most challenging and difficult parts of creating an effective resume. Here are some strategies and options to help you create an effective resume objective.

What is an Objective Statement?

Immediately below the top section of a resume where you type your name, address, phone number and e-mail address, should be a short statement with one of the following headings: "objective," "professional objective," or "career goals." Usually the objective statement includes 1-3 lines of text, and should summarize your career aspirations, what you expect from a job and/or what you have to offer to the employer.

Why Write an Objective Statement?

Objective statements can improve your resume effectiveness by helping you:

- « to establish your professional identity
- « to emphasize your main qualifications by stating what you, as a professional, have to offer to the organization
- « to inform your readers of the position(s) you are seeking and your career goals

Drafting Your Objective Statement

Before drafting or revising your objective statement, you should try to answer the following questions:

- « What are your career goals?
- « What are your main qualifications (strengths, skills, areas of expertise)?
- « What position (or series of positions) are you seeking?
- « What type of organization would you like to work for?

Be Specific One of the main problems people encounter when writing their objective statement is being able to write a specific objective. Many resume objectives are too general and/or too vague. In order to be effective, an objective statement must be specific. For example, some objective statements read like this:

A position allowing me to utilize my knowledge and expertise in different areas.

Such a statement raises more questions than it answers: A position in what area/field? What kinds of knowledge and expertise? Which areas? A specific statement helps readers to comprehend what you have to offer and what you are seeking in terms of a career.

Samples of Resume Objectives

Accounting/Finance

- Seeking a position in the accounting field where excellent analytical and technical skills can be utilized to improve the company's profitability
- A position in data entry and/or accounting where skills in spreadsheet development and troubleshooting can improve efficiency and enhance profitability
- (Student/Entry Level) A position in the field of accounting leading to managerial responsibilities

Administrative Support

- Seeking an Administrative Assistant position with a company that will allow me to fully utilize my communication, organizational, and problem solving skills
- Seeking a Secretarial/Bookkeeping position in which I can utilize my extensive office management, communication, and accounting skills to benefit the organization

Computer Technology

- (Student/Entry Level) A Programmer/Analyst position which will provide me with the opportunity to develop skills in software design
- Seeking a design engineer position with emphasis on solid modeling
- Seeking a position which will allow me to utilize my network administrator skills in a NT/Novell environment interoperating with WAN/LAN connectivity

Education

- Seeking a position as a(n) (English) Teacher at the Secondary School level
- To obtain a position as an Elementary School Teacher in which a strong dedication to the total development of children and a high degree of enthusiasm can be fully utilized

Engineering and Technology

- (Student Entry Level) - To obtain a position as an Electronics Technician
- A position in the field of (Electrical Engineering) with an emphasis on (aviation electronic systems)
- A position as Electrician, which will utilize my technical training and benefit from my experience with (lighting and sound systems back-stage electrical equipment)
- A position in (commercial diving industry) where knowledge of (construction), a high mechanical aptitude, and unyielding commitment to safety can effectively contribute to the successful and profitable operation of the firm

General

- Seeking a _____ position with a company which will require me to utilize my skills, abilities and experience in the _____ field to ensure the company's success
- (Student Entry Level) To obtain a position in the _____ field where I can utilize my work experience and education to improve company's operation
- (Student Entry Level) To obtain a position as a _____ in a _____ company while continuing my education

Graphic Design

- Seeking a graphic design position in a company where I can utilize my graphic and creative skills to produce a quality product

Health Care

- Seeking a (nursing) position, which will require me to expand my practical experience while providing quality health care to patients
- To promote and implement the standards of nursing practice as established by the profession
- Seeking an (Occupation Therapist) position that will expand my (education/ skills/knowledge) and utilize it to strengthen the facility's operations

- A position as a (Licensed Practical Nurse) in a Health Care facility where I can utilize my nursing education and training, as well as my interpersonal skills to provide the highest level of care
- A position as a (Licensed Practical Nurse) with a facility that will enable me to represent my employers professionally and provide the highest level of comfort and care to patients
- To obtain a clinical position in a Physical Therapy facility that emphasizes Orthopedics and Sports Medicine

Human Resources

- Seeking a Human Resources Management position where my professional experience and education will allow me to make an immediate contribution as an integral part of a progressive company
- A position in Personnel or Human Resources Management which will require me to apply my business experience and education to assist the company in the accomplishment of its goals
- A position in the Human Resources field where I can utilize proven people-oriented skills to develop and promote a positive work environment

Law/Legal Assistant/Paralegal

- (Student/Entry level) - Seeking a position in which my interest in the law field will be challenged; fostering new career opportunities and enhancing my skills
- (Student/Entry level) - A position in a Law Firm where I will be able to expand my knowledge and gain experience and expertise in the area of _____
- A position in a Law Firm where my skills in research, communication, and a passion for law can assist in the protection of the public interest

Maintenance

- A maintenance position which will require me to utilize my maintenance and electrical experience to strengthen operations
- Seeking a position in maintenance and repair where problems and opportunities are a match to my wide range of skills and abilities

Marketing

- Seeking a marketing position with an organization where demonstrated skills in marketing, administration, and sales can be used to increase profitability and promote growth

Management

- To obtain a Management position with a dynamic corporation where I can use my energy and skills to develop, motivate, lead and encourage employee productivity
- Seeking a management position with an organization where I can utilize my skills and experience to improve operations, increase profitability, and enhance growth
- Management responsibility with an organization where demonstrated skills in marketing, administration, and sales can be translated into improved growth and profitability

Office/Clerical

- To obtain an Office/Clerical position in which my customer service, bookkeeping, personal, clerical and general office skills will contribute to greater office efficiency and productivity

Public Relations

- Seeking a Public Relations position which will require me to integrate my writing skills, advertising campaign and media relations expertise to accomplish the agency's ultimate marketing goals

Sales

- (Student/Entry Level) - Sales position where I can utilize my retail sales, cash management, and supervisory skills
- (Student/Entry Level) - A position as a sales management trainee
- Seeking a sales (manager) position with an organization where I will be able to utilize my ability to stimulate and motivate a productive sales force to maximize the company's sales objectives
- A sales position in which I can make a significant contribution to an employer through an increase in sales volume and profit
- To obtain a sales manager position where I can fully utilize my outside sales experience, marketing knowledge, corporate training and sales management skills to increase profits and bolster growth
- Seeking a sales position that will utilize my diverse experience to positively impact company profitability

Secretary

- Seeking a Word Processing Secretary position which will require me to utilize my computer knowledge, strong people skills, organizational abilities, and business experience

Waiter/Waitress

- To provide prompt and courteous service to the customers of a restaurant, cocktail lounge or club

<http://www.broward.edu/studentresources/career/Pages/resumes.aspx>