

M6 Résumé Objective Statements

Objective Statements

Take a look at the links posted to Purdue's Online Writing Lab which gives some advice on writing resume objective statements.



Your Objective Statement can be used to:

- * emphasize your main qualifications and summarize them for readers
- * inform your readers of the position(s) you are seeking and your career goals
- * establish your professional identity

An Objective Statement is not required for all resumes. It's up to you to decide if you want to include on; and if you do, how are you going to **tailor** your statement to a particular job?

Consider a few things an objective statement should **do**:

- * Tell the reader what you want
- * Tell the reader what you have to offer
- * Establish your skills and identity

Let's look at a few sample objective statements:

1. To become Staff Accountant for your company, maintaining all general ledger accounts, analyzing income statements and balance sheets, and preparing analytical reports.
2. Seeking a position in Human Resource Management that allows me to demonstrate my leadership, interpersonal, and organizational skills while contributing to the company's success.
3. I strive to become a great manager within the Sherwin-Williams company and use my skills to continue to grow into an asset to the company.
4. To gain experience in the financial field.
5. To obtain an internship in the field of human resources where I can broaden my knowledge and interest while gaining valuable work experience.

Let's frame our discussion of these statements with the following:

Grammar: You're trying to fit a great deal of information into a few sentence: make sure you don't have any *mixed constructions, faulty parallelism, passive voice, or misplaced modifiers*.

Length: Is one sentence enough to accomplish your statement's purpose? Is three sentences going to take up too much room on the page? What's the difference in ethos between a short statement and a long one?

Balance: Do you talk only about what you can do for the company? Or only about what they can do for you? Do you name the job title and company for a tailored read?

Now, **for this Moodle 6, please draft your own Objective Statement.** After your name, this will be the first information your reader will get about who you are, i.e. the persona you want to portray. This is the first impression. Begin by answering for yourself all the "Questions To Ask" from the OWL site. Using your list or brainstorm, create an Objective Statement to go on your Project 1 Resume.

Links:

[1] <http://owl.english.purdue.edu/workshops/hypertext/ResumeW/objective.html>

[2] <http://ezinearticles.com/?Sample-Resume-Objectives:-Good,-But-Summaries-Are-Smokin!&id=65732>

[3] http://www.ehow.com/how_4479781_write-resume-objective-statement.html

Fri. 306: Moodle 6: Objective Statements in Application Letters					
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