

QUICK TIPS

Resume Objectives

Objectives tell an employer what type of position you are interested in obtaining. When it comes to an objective, keep it simple and specific.

{ 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 an 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 an 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 driving 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 operations
- ◇ (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 high quality product



SCAN THE QR CODE FOR ADDITIONAL
CAREER SERVICES RESOURCES



CAREER SERVICES

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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 practices as established by the profession
- ◇ Seeking an Occupational Therapist position that will expand my 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 employer professionally and provide the highest level of comfort and care to patients

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 my passion for law can assist in the protection of the public interest

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

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) Seeking a 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 objective
- ◇ 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

WAITER/WAITRESS

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