

Résumé Objectives & Summaries

Do you want to catch employers' attention and get them to read through your résumé? Use an objective or summary to let recruiters know which specific job you are applying for. Your objective or summary statement can provide a glimpse of your important skills and/or experience, plus some adjectives that describe your work ethic.

The best objectives and summaries target employers' needs directly and explicitly. Employers like to see that job seekers took the time to customize their résumé to the requirements listed in the job posting. The other résumé sections are used to help justify why the applicant is the best candidate for the job he or she wants.

Objectives

An objective is a short statement (usually one phrase) that you write to identify the job you are applying for.

Objectives typically work well for:

1. New graduates
2. Career changers
3. Job seekers using a functional résumé style

Objectives should be composed of three key ingredients.

1. Name of position
2. Name of company
3. Quick mention of relevant and notable skills, education and/or experience

Try filling in the underlined sections below

To obtain the _____ position at _____
name of position name of company
 utilizing my _____, _____ and _____.
education experience skills

Examples: *To obtain the Customer Service position at Autobell utilizing my customer service experience, interpersonal skills and business management education.*

To secure the Medical Assisting position at Johnson Family Practice utilizing my clinical, laboratory and administrative skills.

Note: You do not have to mention skills, education and experience in every objective—only when they are worthy of special attention should you include them.

What if you are attending a networking event or a career fair, and you don't have a specific job or company of interest? You always want to conduct research and learn as much as you can about the employers in attendance and the jobs they have available; however, there may be times when you need a generic objective statement.

Examples: *Seeking a paralegal position using my strong research skills, attention to detail and ABA-approved paralegal certification.*

Experienced retail sales associate seeks a buyer position that will take advantage of my knowledge of the industry and my certificate in marketing and retailing.

Summaries of Qualification (or Profiles)

Qualification summaries or profiles are a little longer. Job seekers use assertive, marketing-style writing to advertise their background to the employer.

Summaries are an excellent choice for individuals who have:

1. Multiple years of experience in a specific field.
2. Accomplishments they wish to advertise.
3. Developed skill sets.

Try completing your own profile

Over _____ years experience as a _____ in
number position title
 _____, specializing in _____.
name of industry work specialty
 Skilled at _____, _____ and
skill #1 skill #2
 _____ a _____.
skill #3 past-tense action verb accomplishment
 Earning a _____ from
degree/certification
 _____.
school or training provider

Examples:

Over 4 years experience as a Security Guard in a retail setting, specializing in loss prevention. Keen ability to read non-verbal cues, develop rapport quickly and diffuse situations. Personality that is detail oriented and investigative in nature. Proficient with technology and experience working with multiple surveillance systems. Developed current alert system, and continuously trains staff on proper usage and reporting procedures. Central Piedmont Community College student currently enrolled in the A.A.S., Criminal Justice degree program.

Creative and organized graphic designer with extensive experience providing effective and friendly client service. Knowledgeable in typography, web design and printing processes. Effective project management and teamwork skills, specializing in expert usage of Illustrator, Photoshop and InDesign. Graduate of Advertising & Graphic Design degree program at Central Piedmont Community College, and very active in AIGA (national and Charlotte chapter).

For assistance, contact Career Services, www.cpcc.edu/career.