

# 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 Autobel utilizing my customer service experience, interpersonal skills and business management education.*

*To secure the Medical Assistant 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 do not 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 seeking a buyer position that will take advantage of my knowledge of the industry and my certificate in marketing and retailing.*

## Summaries

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 summary

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 four 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 at [cpcc.edu/career](http://cpcc.edu/career).