

# What's My Job Objective?

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Directions: Complete each of the following items. When you're done, you'll have a better idea of what to include in your job objective statement.

1. **Define the level of responsibility you are ready to take on** (*entry-level, upper management, junior executive, etc.*). \_\_\_\_\_

2. **What sort things do you want to do?** List the job activities you most enjoy, then choose a category description that summarizes them (like *administrative, teaching, etc.*). I like to... \_\_\_\_\_

\_\_\_\_\_

Category: \_\_\_\_\_

3. **What setting is important to you?** What type of company do you want to work for (such as *small, family-oriented business or corporate office*)? Is there a particular population you'd would like to work with (*underserved community, emerging economy, elderly*) or a specialization you prefer (*estate-planning, special needs, or Top 40*)? \_\_\_\_\_

\_\_\_\_\_

4. **List your top skills as an employee.** Pick at least three key skills that are particularly important for success in the job that you are seeking. Select several that you are strongest in and enjoy using. Write them here. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. **Name any other areas of expertise or interest that you want to use in your next job.**

\_\_\_\_\_

\_\_\_\_\_

6. **Put these ideas above into your job objective:** I am seeking a (1) \_\_\_\_\_  
(2) \_\_\_\_\_ position in a (3) \_\_\_\_\_ setting that will utilize my  
(4) \_\_\_\_\_ skills and (5) \_\_\_\_\_ interests.

7. **Now tweak this until it sounds right for your resume.**

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