How To Write Clear Resume Objective Statements

Many resumes begin with a statement or sentence fragment outlining the job-seeker's idealization of the available position. Often times, these statements fail, however, to provide real specificity about either the desired job or the applicant. An objective statement, like the duties entailed of the jobs listed in the resume itself, should be verb-driven. Further, the statement should draw a direct parallel between the applicant's experience and training and the generalized requirements of the job applied for. *If you chose to use an objective statement, you should edit or rewrite it every time you send out your resume.*

Objective statements are not a required component of resumes, but have increased in popularity in recent years. Many human resources professionals claim an objective statement can be a double-edged sword. Such statements can keep you from getting an interview if the position has already been filled, but the company still needs someone in a related capacity, and your resume contains some relevant experience. The interviewer might relegate your letter and resume to the bottom of the stack if your statement clearly points to one narrow positions, or lacks any real power. *Use your objective statement with discretion.*

Sample case
You wish to apply for a networking job with a large electronics firm, where you will work with network security, and also provide some training.

Poor example:

Objective: Position in networking where my electrical engineering background can be used for a rewarding experience.

Note the verb use is poor and non-specific; the statement provides no indication of knowledge about the position or the company; wording seems to rely on typical workplace desires.

Improved example:

Objective: Position with computer hardware development company creating, refining, and training about network security, where a strong background in networks, effective communication skills, and a complete knowledge of operating systems can be used to improve operations.

This statement is verb-driven and specific, and relies on applicant's experience, as well as job duties of position applied for. In this instance, the writer has used the passive voice ("can be used") because the actions supplant the actor in such a statement. Also, the statement ends with a purpose and unspoken idea that you are a valuable team player.

Make your objective statement formulaic:

- State the name or type of company.
- Provide a brief job description.
- Include three qualifications you have that will make you an ideal candidate for an interview.

You can refer to some of our online resume examples to see how objective statements were used.
<http://upcp.ece.gatech.edu/general/career.html>