

## **RESUME WRITING GUIDE**

### **Objective Statements**

Most resume writers have tremendous difficulty in writing an “Objective” statement. While they are optional, when they are well written they provide meaningful and useful “clues” to the reader. The objectives below were taken from actual student resumes and revised into much better statements.

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### **Jobs in Business**

**Student wrote:** To obtain a challenging and rewarding position in an accounting area that will allow me to gain further experience in the business world.

**Revision:** *Seeking an entry level accounting position involving Cost Accounting, Accounts Receivable, Collections, Payroll or related areas of work. Would welcome assignments in a fast-paced environment with considerable client contact and follow-up.*

**Student wrote:** To obtain a position in an organization that will allow me to utilize the knowledge and skills I have learned in my previous positions while offering a challenging environment with room for growth.

**Revision:** Seeking an entry level management position in Retail, Transportation, Government, Health Care or similar fields that requires excellent interpersonal, organizational and supervisory skills. Would welcome assignments in Sales, Operations, Customer Service, Human Resources or related areas.

**Student wrote:** To obtain a position that offers professional, challenging and stable environment where I can utilize my ability to perform as a part of a team and as an individual.

**Revision:** To obtain an entry level marketing position involving Direct Mail Marketing, Packaging, Market Research, or related areas. Especially interested in a position that requires excellent organizational, foreign language and networking abilities. Eager to work on team projects.

### **Jobs in Education**

**Student wrote:** To obtain a teaching position at the elementary level that allows me the opportunity to express my passion for education.

**Revision:** To secure a teaching position in an elementary school. Would welcome the opportunity to integrate computer technology into the curriculum and assist in coaching sports or other extracurricular programs and activities.

**Student wrote:** Seeking a K-8 teaching position.

**Revision:** To obtain an elementary teaching position in grades K-8. Experienced and interested in organizing and coordinating Science or Literacy Fairs. Also, interested in coordinating field trips, parent organizations or special events for students.

**Student wrote:** To obtain a position that will utilize and expand my talents as a self-starter and quick learner in the child care world.

**Revision:** Seeking a part-time / full-time position involving child care while continuing university coursework towards a Bachelor's degree. Especially interested in Pre-K to 2<sup>nd</sup> grade children. Owned & operated a day care business for over seven years.

**Student wrote:** To obtain the position of academic advisor or admission counselor.

**Revision:** To obtain an entry level position as an Academic Advisor, Admissions Counselor, Job Coach or related position in a college or university. Especially interested in working with first generation college students, students on academic probation or students not born in the United States.

### **Jobs in Science & Technology**

**Student wrote:** To obtain a computer position which offers room for professional growth and advancement.

**Revision:** To obtain an entry level position in the field of Information Technology. Would be especially interested in Operations Support, Web Site Development, Programming, Information Systems or related areas. Would welcome a fast-paced environment where there is considerable contact with internal and external clients.

**Student wrote:** IT professional with administrative, communication and team building skills seeking a job to manage different types of projects.

**Revision:** Seeking a position in the field of Information Technology involving Programming, Systems Development, Web Page Design or related areas of work. Especially interested in using ColdFusion MX7, JavaScript or HTML. Would welcome the opportunity to investigate and resolve client problems.

**Student wrote:** Seeking a position in biomedical sciences, environmental biology or a related area that will allow me to utilize my scientific, communication and organizational skills.

**Revision:** Seeking a position in the scientific / technical area that will involve marine ecology, soil conservation, environmental health or related areas of work. Posses excellent research, teamwork and communication skills. Have presented a research paper at a national conference.

### **Jobs in Human Services or Non-Profit Organizations**

**Student wrote:** To obtain a rewarding position in the field of social services that will use my professional and interpersonal skills while contributing to the growth of the organization.

**Revision:** To obtain a position in a human or social services organization that involves working with the ex-offenders, senior citizens, inner-city youth or related populations. Would welcome the opportunity to resolve conflicts, provide cultural enrichment, work with parents and network with other agencies in the community.

**Student wrote:** To work with children or teens in an organization where I can make a difference.

**Revision:** To secure an entry level position as a Caseworker, Program Developer, Intake Counselor or similar capacity in a human services agency. Especially interested in programs concerning runaway adolescents, child abuse, homeless persons or related issues.

**Student wrote:** To find an internship in the justice system where I can develop my abilities and skills.

**Revision:** To secure an internship within the justice system. Extremely interested in working within the court system, halfway houses, neighborhood crime prevention programs or related areas.

## Jobs in Other Fields

**Student wrote:** To find a full-time job in the field of Human Resources where my skills can develop.

**Revision:** Seeking an entry level position in the field of Human Resources. Most interested in Staffing / Recruitment, Benefits Administration, Employee Relations or a generalist position. Experienced in investigating and resolving workplace disputes.

**Student wrote:** To obtain an internship in a business or company where I can gain more knowledge.

**Revision:** *To obtain an internship experience that focuses on developing, pricing, promoting or distributing services or goods. Would welcome an opportunity to work in sales, customer service, product/brand management or related areas. Have completed 20 credits in core Marketing courses and possess a solid foundation of marketing theory. Eager to learn and take on multiple tasks in a real world setting.*

**Student wrote:** To work in a position in the media, film or communications field.

**Revision:** Seeking an entry level position in the film / media industry. Very interested in production, editing, animation, marketing or related areas. Have some experience in sound, lighting and special effects. Eager to learn and grow from the bottom up.

**Student wrote:** To secure a position in the clerical or customer service field that includes receptionist duties, opportunities to operate a switch-board and perform general office duties.

**Revision:** *To secure a part-time position while continuing to take college coursework towards a Bachelor's degree. Interested in customer service, office/receptionist, and general office or related work. Available to work flexible hours as days as required.*

**Student wrote:** To obtain a position that allows me to utilize my bilingual skills and Psychology knowledge.

**Revision:** *To obtain a Caseworker Aide, Intake Counselor or similar position with a social service agency that is involved in working with troubled teens, runaway youth, or juvenile offenders. Especially interested in working with crisis situations.*

**Student wrote:** To pursue an entry level business position with a well established company where my college education and work experience can contribute to company and personal growth.

**Revision:** *To obtain a management level position involving Imports / Exports, Transportation, Logistics, or related areas. Most interested in a position that requires excellent organizational, foreign language and event coordination abilities. Eager to learn and apply new skills and abilities.*