

# Resume Career Objective & Resume Professional Objective

A career objective is generally used in [graduate resumes](#) more experienced job seekers use a professional objective.

The resume objective should be

- Clear and concise.
- [Contains resume action verbs](#).
- [Contains job & skill related keywords](#).
- Focus on the [employers needs](#) rather than yours.

A career objective expresses what you want to achieve in your career and which position you aspire to, to the reader of your resume, .

Your objective should include: your skills , [achievements](#) , the position you are seeking, the specific skills you want to learn and develop, the kind of company you would like to work for. These should be aligned to the job advert.

Your objective should be more **what you can do for the employer** rather than vice versa.

If the potential employer sees that your objectives are his targets than you have become a potential candidate, this is a good technique to [quickly grab the attention of the reader](#).

Example Professional Objective

A lead role in the web software development team using Java and Apache.

## You have only 10 seconds to impress your Employer!

Employers receive 100's of [resumes](#) in reply to job adverts. So how much time do you think an over worked HR officer or a busy business man, will dedicate to reading your resume?

### 10 Seconds

A few guidelines on how to convince your potential employer you are the ideal job candidate in 10 seconds:

- Make sure the aspects of your career that qualify for this job are on top.
- Keep a simple design - Visual appeal.
- Bold style 3 or 4 key phrases in your resume that you want to make sure that your. - Highlights your strengths
- Your resume should fit on one page.
- Keep it simple .
  - Choose wisely between a [chronological](#) or a [functional](#) resume.
    - This will impact the order of your [resume sections](#).
  - No errors - [proofread your resume](#) and avoid [common resume mistakes](#).
  - Include clear and uptodate contact information.

Keep in mind that the reason you are sending your resume is to get an interview. Nothing else. So design your resume with this fact in mind.

# Resume makeover: From a graduate to an experienced job seeker resume

If you have some [job experience](#) and you still send your [graduate resume](#) to potential employers. You should consider a resume makeover.

## Job Experience not education

Your new resume's strong point should be experience rather than [education](#). Job candidates with two to five years of experience should place their job experience first in their resume.

## Skills summary not objective

In a graduate resume, you probably started with a career objective. This focused on yourself rather than the employer. Which for a graduate is OK, but an experienced professional seeking a higher income has to concentrate on what he or she can do for the employer. Further Info:

[Personal Profile / Career Objective](#)

### [<>Accomplishments not Responsibilities](#)

[If you have included college responsibilities, such as organising events in your resume. It is time to replace those by quantifiable achievements you have achieved for your previous employers.](#)

### [Professional & Relevant Activities not hobbies](#)

[Are you working as a volunteer but in a professional capacity. Have you recently joined the organisation or certified sales man. List them in your resume instead of your hobbies. Include also any further education you are pursuing.](#)

[\[pdf\] Improving & MakeOver your Resume Six Tips to Make Over Your Resume](#)

## Mistakes in Resumes

- **Employer & University Names.** - Use the official University and Employer Name.
- **Websites** - Listing inappropriate URL's such as your personal website.
- **Fonts** - Using small fonts to save space.
- [Lying on your resume - Careful the risks are too high.](#)
- [Sending your graduate resume](#) - After some years of job experience your resume has to be re-written.
- [No cover letter](#) - Not sending a cover letter with your resume.
- **Non-professional email address** - Your student email address does not give that professional image required when applying for a job.
- [Resume Keywords](#) - Not including keywords in your resume.
- [Not proof-reading your resume](#) - Always proof read your resume before sending.
- **Industry jargon** - Do not assume that whoever reads your resume will know all the industry jargon.
- **Resume Format** Use the right format depending on the situation
  - [ASCII Text resume](#)
  - [Email formatted resume](#)
- **Chronological - Functional** Choose wisely between a [Chronological resume](#) and [Functional Resume](#)
- **Personal Information** - Keep it limited to the contact details and name

Related Articles :

[\[pdf\] Top 10 Resume mistakes](#)

[12 Common Mistakes in Resume Writing](#)

## Resume keywords

Recruiters and Employers store resumes that have been [posted](#) by job candidates in databases. When they look for a person, they look by keywords. Keywords would be the essential requirements for the role this person will occupy. The search programs matches the keywords with text in the CV or [resume](#) together with the search criteria.

This shows the importance that core keywords for the jobs you would like to be considered for, are in your resume. You can find these keywords by [researching job adverts](#) in your industry, the company website and professional associations.

Your resume is divided into [several sections](#). You can include the essential keywords in your career objective or achievements summary or professional summary. Include the keywords & [action verbs](#) in your job descriptions & your responsibilities as well.

The 'resume keywords technique' can be used both in [chronological](#) & [functional](#) resume styles.

Related:

[\[pdf\] Searching for Candidates 1. Resume Keyword Search Using Resume Keywords](#)

## Resme Action Verbs

Achieved  
Addressed  
Advocated  
Allocated  
Analyzed  
Anticipated  
Appraised  
Approved  
Arbitrated  
Arranged  
Assembled  
Assessed  
Attained  
Audited  
Authored  
Balanced  
Budgeted  
Built  
Calculated  
Catalogued  
Chaired  
Clarified  
Classified  
Coached

Collaborated  
Collected  
Compiled  
Computed  
Conceptualized  
Consolidated  
Consulted  
Contracted  
Convinced  
Coordinated  
Corresponded  
Counseled  
Created  
Critiqued  
Customised  
Delegated  
Demonstrated  
Designed  
Developed  
Diagnosed  
Directed  
Drafted  
Edited  
Engineered  
Enlisted  
Established  
Evaluated  
Examined  
Executed  
Expedited  
Fabricated  
Facilitated  
Forecasted  
Formulated  
Founded  
Generated  
Guided  
Handled  
Identified  
Illustrated  
Implemented  
Improved  
Increased  
Influenced  
Informed  
Initiated  
Inspected  
Instituted  
Integrated  
Interpreted  
Interviewed  
Introduced  
Invented

Investigated  
Lectured  
Led  
Listened  
Litigated  
Maintained  
Marketed  
Mediated  
Moderated  
Motivated  
Negotiated  
Operated  
Organised  
Originated  
Overhauled  
Oversaw  
Performed  
Persuaded  
Pioneered  
Planned  
Presented  
Prioritised  
Produced  
Programmed  
Projected  
Promoted  
Publicised  
Recommended  
Recruited  
Reduced  
Referred  
Rehabilitated  
Remolded  
Repaired  
Reported  
Represented  
Researched  
Resolved  
Review  
Reviewed  
Revitalised  
Scheduled  
Shaped  
Solved  
Spearheaded  
Spoke  
Strengthened  
Summarised  
Supervised  
Systematised  
Taught  
Trained  
Translated

Upgrades  
Wrote

[Another resume writing action verb list.](#)

## Executive Resumes Overview

There is a major difference between executive and normal or standard resumes. Executive resumes are defined as: 'a document which introduces yourself and your ability to lead and influence others, listing your influence on the direction and profitability of a company.'

Your executive resume has to touch on the following issues:

- New products
- Profitability of new products
- New Markets
- Income & Product diversification
- Internal reorganisations
- Outsourcing

Hard facts are important. One or two lines on how you either increased profits or reduced costs will put you ahead of the competition. From the information already given you can see that milestones and accomplishments are more central to an executive resume than is the case with a standard resume.

The executive work market is highly competitive and many good candidates are overlooked through not paying enough attention to writing a good executive resume. Remember, your resume has to convince the recruiter / interviewer to dial your number without any hesitation.

Accomplishments are the fundamentals of a resume. Positive accomplishments that is! But accomplishments alone cannot convince a selection committee so ['soft skills'](#) also need to be mentioned. How they were applied in particular situations should also be added.

Other topics of interest:

[MBA Resumes](#)

## Executive Resumes Tips

When employers are looking for a senior executive, they are looking for a person with creative qualities. What, then, are the action verbs and keywords that need to be used in an executive resume? These words are there to show you what you need to show potential employers. Some are obvious clichés and any direct use should be avoided.

- Integrity, consistency, upstanding character, forward thinking, company oriented.
- Leadership and Charisma - the ability to have others follow directions and reach objectives. Charisma is the ability to make others like you.
- Emotional discipline: Complete control over your emotions.
- Reacts according to environment changes in order to keep the company profitable.
  - Visionary - a person that can see the business future of a company and capitalise on it. Having ideas is not enough - employees will need good ideas that will help increase

market shares and anticipate market demands whilst thinking in terms of strategic company objectives.

Think about the fundamentals of an executive position. Does your resume answer all the qualities of leadership, cost cutting, and increasing income? Keep asking these questions after every revision you make. When you think you have arrived to the ideal executive resume, give it a rest and re-read it after a couple of days. Would you be convinced to hire you?

[Tips on writing Executive Resumes](#)

## Executive Resume Writing

- The writing style in an executive resume must be purposeful.
- No filler words or useless adjectives.
- Do not be afraid to go above the imaginary two page boundary - it's impossible to compress twenty years of management experience with different companies into two short pages.
- Give as much detail as is necessary to convince your employer that you are the person for the job.
- [Research your employer](#) and address the problems being faced by the particular industry. A [personal profile](#) should be more geared towards an executive summary rather than a normal profile.
- The executive resume is about your experiences and what you have learned and applied from them.
- You do not need to list all previous responsibilities but rather your ability to effectively solve problems.
  - Tell the executive resume reader what did you do rather than what you had to do (the job description).
  - Your career experiences from ten years previous should be selectively listed. If an experience from the distant past adds value to your executive resume then by all means list it.
  - Your resume should be career oriented. Religious affiliations, board & country clubs memberships and the likes should not be listed.

Learn more on how to write [an executive resume](#) or try the book [Asher's Bible of Executive Resumes and How to Write Them](#)

[Sample Executive Resume](#)

[Sample Executive Bio](#)

## Re-writing your Resume

Your resume is a basic document from which you can build a resume that's honed to the specific position you're applying for. You cannot have one generic resume that you send to any employer and as a respond to all job adverts you see.

*Helping the Employers Read your Resume.*

Employers [\[doc\] scan your resume](#) in about 1 minute or less. If you are applying for a position as IT support personnel but have never had any direct experience, your resume has to be

modified to bring out the skills used in other jobs that relate directly to support personnel. Do not mis-interpret this as lying in your resume. [Lying on your resume is never a good idea.](#)

A good technique to see your resume 'the way an employer does', is to hold out your resume at arms length and then open your eyes slightly. That way, you can see the things that 'jump out' of your resume'. Make sure these noticeable points address the requirements of the position you are applying for.

Skills that are not directly related to the position should be at the 'background'.

Be sure to consider both a [chronological resume](#) or a [functional resume](#) to get this effect.

Read more about [English Language Writing](#) which can be applied in your resumes and [Grammar notes](#) and [Re-Writing Style in Resumes](#)

## MBA Resume

Your MBA resume is your first impression to a prospective employer. Your resume highlights your skills, competencies and experiences. MBA resumes are different from normal resumes. The target audience and what they are looking for are different than those of a standard resume. Most recruiters know that an MBA is a significant achievement but are not aware of all the details behind it.

### The Basics of an MBA resume

- The business school where you studied
- Specialisation (finance, eCommerce)
- MBA courses specifically relevant to your targeted job. If you are applying for an Business Development position, mention specific units in the course which are relevant.

If you come from a technical background, or are applying for a technical MBA position, it is important not to be too technical in your resume. Identify skills in your past job that are transferable to your new role. Do not stuff your resume with jargon - your resume has to be understood by the layman as well as by the professional.

If on top of your resume you have several years of business experience consider writing an [executive resume](#).

Your [personal objective](#) has to be business oriented rather than technical.

[Sample MBA Resumes](#) [MBA job search tactics](#)

## Proofread Your Resume

Are you preparing your [first resume](#)? If so, remember that it needs to be checked for grammatical errors, [proof read](#) and honed for the job you are applying for. Employers nowadays are literally flooded with thousands of CVs and Resumes from graduates.

The first obvious problems that will show will be your lack of attention to detail, your lack of writing skills and your poor language skills.



Be mindful of the spell checker. Do not just accept the first alternative that shows up as this can have a completely different meaning to what you intended. Just look at the following sentence: 'Wood ewe like to parse in the dessert?' Does it actually make any sense? No. But a spell checker would accept each word as being correct even though many are the wrong choice.

If you have a guidance or career counselor at your university, do not hesitate to contact him or her. Counselors can offer valuable and friendly advice.

'COVER LETTER: When providing childcare for clients, I fed the children and changed nappies.'

'QUALIFICATIONS: Computer literate and excellent experience in operating Windows.'

'PERSONAL: Former surfer turned receptionist.'

'PERSONAL: 6 feet. 4 inches tall.'

'EXPERIENCE: Only employee of a small distribution company.'

'COVER LETTER: I am very interested in the newspaper add for the accounting position.'

'EXPERIENCE: I'm a hard worker, etc.'

'LANGUAGES: Speak English and Spinach.'

'RESPONSIBILITIES: Helping people with their clothes, greeting people, ringing people out.'

'EXPERIENCE: I am a very capable proofreader.'

Discuss any doubts or difficulties on the [job seekers advice forum](#).

## How to Write a Clerical Resume

A properly written [resume](#) can help you get the right job. Your resume should create interest in the reader. Your resume should make prospective [employers eager to meet you](#) Instead of making your resume a long and boring account of your job history, paint the right picture of you as a person who can be trusted and who can contribute in different ways to the growth of the company. The resume must entice prospective employers to pick the [phone](#) and call the candidate for an interview.

Be sure where you can fit in though, before you start writing a resume. Adopt a simple, but effective style. To make your resume stand out and be counted, there are a few things you should keep in mind.

Pen Down Your Thoughts: Before you start writing your resume, jot down your thoughts, specific job needs and your [job skills](#). A clerical job would require that you are good at typing, computer and communication skills ([Soft Skills](#)) in order to effectively carry out day-to-day office administration. A clerical job would also involve scanning, faxing and filing documents.

Now that you know, what the job requires and your specific job skills it has to be written down in a proper format to catch the employer's attention.

Contact Details: Your name, phone number and permanent address must be written right on top. Don't forget to mention your email ID too. ([Personal Information](#))

- 1. Mention your full name
- 2. Permanent address
- 3. Contact telephone number
- 4. Your email ID.

Education: Starting from your latest qualification, state your degrees, certificates and added qualifications clearly. ([Education](#))

- 1. List all your degrees
- 2. Mention the date and year of graduation clearly

- 3. Mention all additional certificates
- 4. Mention special courses and skills

Highlight Special Skills: Don't forget to highlight any special skills that you have learnt. It may be a computer program or a new language. Special skills come in handy. For example, an office with clients and customers in Europe may need people who are good in one or two European languages. A computer software program you are familiar with may add value to your resume. Specify these.

**Objective:** Although a clerical job deals with specific day-to-day office administration, you must make your objective very clear. Tell the employer why you think you fit into the company and how you can contribute to the company and gain from the experience as well. This will give the employer an idea of your personal profile. In order to understand more about how to write your [personal profile](#).

**Job Experience:** Start with your most recent job details. Give details regarding your previous employer, his name and location. State all your previous job responsibilities. Don't forget to highlight the role you played in the company. Get down to specific details and elaborate how a particular duty you performed added value to the company. Write in terms of volume of sales, growth and other achievements.

Other Interests and Hobbies: In order to give the right picture of what you are all about, specify your other interests. Highlight the role you played in various club activities, campus functions or community activities. Use interesting and catchy verbs. Some catchy verbs you could use are:

**Action Verbs** Organize plan involve initiate conduct carry out achieve deliver assist delegate act perform prepare expedite train test demonstrate show conduct participate supervise manage reorganize restructure schedule draft support maintain teach present

### **Most Important Tips:**

In order to get a good clerical job, you must keep these points in mind:

- Highlight your greatest skills first. Prioritize and list your marketing, coordinating and customer service skills first. Then move on to other skills like typing, answering phones, photocopying and so on.
- Impress with details and numbers. Write in terms of how many customers you handled, the volume of transactions. Highlight statistics like the number of employees, sales persons and customers that came under your purview. The amount of cash involved in cash transactions and disbursements.
- Highlight any special job duties that you performed other than your normal clerical duties. This may increase your career prospects as you can add value to the company and its growth. Click on [http://www.cvtips.com/achievements\\_in\\_your\\_CV.html](http://www.cvtips.com/achievements_in_your_CV.html) for more details.

Note: Download our [\[DOC\] clerk sample resume](#) and develop your own clerical resume to get the job you are looking for.

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