

Welcome to the Career Café Podcast Series brought to you by the Center for Career Connections at Bellevue Community College!

Today's résumé topic is "should I put an objective on my résumé?"

Keep in mind that **the purpose of the résumé is to obtain interviews not to get you a job.**

An objective as an announcement of who you are and where you're going. It appears at the top of your résumé just under your name and contact information.

A well-written objective, states the type of work you are seeking, the skills that are needed to do that work, and any related experiences or education that are necessary to do the job.

It is best to avoid writing a generic objective. Listen to what a generic sounds like: "Seeking a challenging position in a dynamic organization with opportunities for growth." This objective does not tell the recruiter what kind of position you are seeking, what you consider a challenge, or what type of organization you would like to work in.

You can stand out from the crowd if you write your objective from the employer's point of view, instead of your own. Look at several job announcements in your field. Take note of the knowledge, skills, abilities, education, and experience that are listed. Match yourself to this list. Now write an objective that closely matches what the recruiter wants to read. Here is the same objective re-written from the employer's point of view:

Seeking an accounting assistant position utilizing my attention to detail, accuracy, and accounting computer skills along with my newly acquired accounting degree, and my experience as a data entry clerk.

If you already have several years of experience in addition to your degree, you may want to summarize your qualifications for the targeted position in a profile. A profile takes the place of an objective and is simply a prioritized list of experience, knowledge, skills, abilities, education, and any certifications that are required for that type of work.

A profile sounds more like this:

An accounting professional with 4 years of experience in data entry and an associate's degree in accounting. Knowledge of A/P, A/R, P/R, G/L accounting, state/local/federal taxation, and cashflow analysis. Some knowledge of how to conduct business valuation studies. Experience with several accounting and spreadsheet applications. Can set up new files and accounts. Always available for overtime as needed.

For more résumé tips, check out our Career Café Podcast series on our website at www.bcc.ctc.edu/careers or schedule an appointment with one of our career specialists. We are conveniently located on the second floor of the Student Services Building (Building B) on the main campus or you can call (425) 564-2279.

Thanks for listening!