



Career Objective Worksheet

After working through the **Skills Assessment Worksheet**, use the information below to practice your career objective. While using a career objective is not common practice on your résumé, it will however, give your résumé a focal point to inform employers what you can do for them, and demonstrate the benefits you offer them.

1. Job Title: _____

2. Major Skill areas important for the job:

A. _____

B. _____

3. Specific tasks/accomplishments needed for the job:

1. _____

2. _____

Number of years experienced in desired field: _____

4. Most important personality trait needed for the job:

5. Check the main benefit(s) you will bring to the job:

Increase sales

Increase market share

Improve efficiency

Develop new products

Other

Improve system performance

Improve employee work performance

Promote good customer relations

Attract new clients
