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How to Use a Resume Objective to Help Your Job Application

By **Laura Adams**

A resume objective statement, while an optional section of your resume, can be a powerful tool for job seekers if it used to its full potential. Strong objectives indicate how you will be of value to the company in one clear and concise statement. It tells potential employers your purpose or goal by applying to their company, and indicates the direction you want your career to go.

The decision to include an objective is not one to be taken lightly, since a weak or ineffectual objective will detract from the entire resume. In fact, many recruiters feel it is better to exclude an objective entirely than to include a weak statement or one that is too generalized. As a rule, individuals who are applying for non-traditional positions such as internships or co-ops, those with limited professional work experience, and those who are seeking to break into a new career or field stand to benefit the most from the inclusion of an objective statement on their resumes. In these instances, the objective will allow employers to immediately identify the type of position you are seeking and clarify your intent and interest in the organization. However, if you are using your resume for a more general purpose such as a job fair, employment agency submission, or website job board posting, it does not make sense to include an objective that will limit your options. Other individuals will need to make a personal decision as to the value an objective statement will add to their resume.

If included, the objective appears at the top of your resume, right beneath your contact information. An objective will typically address one or more of the following areas:

1. The type of position desired – Are you seeking an internship, a part-time, or a full-time position? Is your goal an entry-level, experienced, or supervisory position?

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2. The actual name or title of the position you desire – Are you applying for the Administrative Assistant or the Technical Services Manager opening?
3. Is there a specific environment, industry, or field that you are targeting?
4. Any skills you hope to utilize in a new position

Since the purpose of an objective is to direct employees as to your specific goals within their organization and indicate how you will add value, it may be necessary to tailor your objective to each individual position. Objectives that are vague and non-specific are useless, so if you are not able to identify a specific goal or value in your objective, do not include it on the resume.

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How To Choose The Right Resume Format

By Fayola Peters

After a thirty (30) second glance lots of resumes get thrown into the wastebasket. One of the reasons this happens is because the resume writer has failed to use the appropriate resume format.

Each individual has different work experiences and objectives. You may have gaps in your work history. You may be changing careers or have had jobs progressively in the same field.

You need to choose a format that is to your advantage and shows you as the best candidate for the job.

Here are the two (2) main resume formats used. Decide which is best for you.

1. The Chronological Resume Format: Objective Summary Experience Education References

The chronological resume format is the most popular format used by persons, especially those who write their own resume. However, it's not for everyone.

This resume format is for you if; you have constantly moved to better and better jobs; all your jobs have been in the same field (more or less); you have no significant periods of unemployment.

From the information above, should your resume format be a chronological one? If your answer is yes then you're good to go. If however your answer is no then the following format is for you.

2. The Functional Resume Format: Objective Accomplishments Capabilities Employment History Education References

The functional resume format is designed to emphasize your accomplishments and skills needed to do the job you're applying for. This takes the spotlight of your work history, especially if there are gaps in your work history.

This resume format is for you if; you're changing careers; you're re-entering the job market; you're skills and accomplishments are stronger than your work experience; you have little work experience.

A functional resume format works especially well if you're a recent graduate. Here's a variation of this resume format. Objective Skills Education Work Experience Activities and Honors References

Choosing the right resume format for you is a critical step in making a winning resume. And a resume is what get you a job interview, which in turn gets you the job. So be vigilant and know which resume format suits you best and use it.

Fayola Peters is a professional resume writer with A+ Resumes. You can check them out at

<http://best-online-resumes.the-free-resume.com>

fayolap@yahoo.com

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Tips For Writing Your Winning Resume
Resume Writing and Preparation is Free Online
Quick Resume Writing Tips: Evaluating Your Resume
The Resume: What It Is And How To Use It

Character Counter Software
The Ultimate Guide To Acing ANY Job Interview
File Resource Meter Software
Collectible Manager Pro Software
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