**Sample Objective Statements**

· To obtain an entry level position as an electronic technician.

· To obtain a challenging position that will utilize my strong leadership skills and extensive experience in training.

· An engineering position in manufacturing or design that will allow me to apply my knowledge and interests to benefit the company. Available for relocation nation- or world-wide. Willing to travel extensively.

· Seeking a management position where my experience, acquired skills, and educational background will allow me to make an immediate contribution as an integral part of a progressive company.

· To obtain a responsible position within an established organization that values loyalty and hard work. Willing to take advantage of training that will enhance my value to the employer.

· To obtain a position in mid-level management that allows for application of extensive managerial and communication skills.

· A position as a Technician in which skills and knowledge can be fully utilized to render exceptional care.

· Responsible entry-level Technician position

· To secure a position as a Technician which will utilize my skills and which offers opportunities for advancement.

· Motivated, results-oriented Technician seeking a full-time position where training in HVAC will advance organizational goals and objectives. Reliable and flexible team player with strong communication and interpersonal skills. Organized, eager to learn, and willing to do what it takes to get the job done.

· Seeking full-time or part-time employment as a Technician in which my experience, skills, and education will be of value.

· To secure a position as a Technician.

· A position with a company that can utilize my skills in Information Technology

· To obtain an entry-level position as a Technician.

· A challenging position that will utilize my skills and experience in a company for growth and advancement.

· An entry level position in a progressive organization in which acquired skills and abilities will be utilized.

· To secure a position in which experience, skills, and education may be utilized.

· To utilize my talents and skills as a Technician in a progressive firm.

· To apply knowledge, ability, and troubleshooting techniques in a position as an Electronic Technician

· Seeking a challenging position in which skills and abilities in Information Technology will be utilized.

· To obtain a position with a company that can utilize my skills in plumbing.

· To work for an innovative progressive company that will allow me the opportunity for advancement.

· To obtain a position that will allow me to make effective use of my expertise, knowledge, and abilities I have acquired.

· To apply my training and experience in a full or part-time position as a Computer Technician, or any related position where experience, education and ability will be effectively utilized with opportunity for advancement.

· To obtain a position that will allow me to make effective use of my expertise, knowledge, and abilities I have acquired.

· Entry-level position which offers opportunity for advancement.

· A position as a technician in which in which my aptitude and ability will be of value to a progressive organization offering the potential for future advancement.

· Seeking to join a progressive organization, where I may utilize my experience and skills for professional growth.

· Seeking a challenging position as an Electrician which will allow me to utilize my skills and abilities in Electrical Automation Technology.

· To obtain employment in the Automotive Maintenance Industry

· Responsible position with a company that will effectively utilize my educational background and Carpentry skills.

· To apply knowledge of working with battery recycling machinery, starting with this company in an entry-level position, furthering my career in Electronic Technology and advancing to Electronic Engineering.

· To secure an Entry-level position as an Automotive Technician.

· A responsible career opportunity in industrial maintenance/electrical maintenance in which I can fully utilize my skills while making a significant contribution to the success of my employer.

· To obtain a position with a progressive organization who provides opportunities to utilize acquired skills and knowledge in the industrial maintenance field.

· To apply my knowledge and ability in a position as a Technician.

· To obtain a challenging, career oriented position with a progressive company.

· Seeking an entry-level position with the goal of moving into management.

· To be a hands on accomplished manager selling and providing high quality technical services in the computer hardware/software industry.

**Sample Highlights/Skills Statements**

· How many years of experience as a what.

· How many years of progressive experience and responsibility with documented success in the areas of what at various organizational levels.

· How many years progressive what

· How many years proven record of accomplishments in what.

· How many years successful experience in a what setting.

· Title with extensive experience in what.

· A what with more than how many years in what.

· A good morale builder.

· A hands-on professional with a proven record of success.

· Able to communicate and interact effectively with individuals of all levels.

· Able to handle multiple projects concurrently.

· Adept at utilizing teaching skills to provide quality instruction.

· Articulate and creative, offering innovative and practical solutions.

· Able to work with others toward a team goal.

· Able to coordinate all multifaceted tasks involved in what.

· Able to develop and implement new systems when necessary.

· Excellent interpersonal and communication skills; skilled at developing professional relationships with diverse cultures.

· Excel in taking charge and motivating others; enjoy initiating action.

· Creative, imaginative, and objective; confident in expressing ideas.

· Excel in designing and illustrating; knowledgeable in different genres of architecture.

· Demonstrated ability to execute tasks independently and as a team member.

· Devoted, success driven, and dedicated.

· Respond positively and effectively in demanding situations; thrive in high intensity level environments.

· Skilled at problem meditation and resolution while successfully upholding objectives; possess maturity to handle challenging situations.

· Able to please customers under all circumstances.

· Able to serve as an agent for others, and trusted to speak on their behalf to accomplish desired results.

· Able to translate ideas into concrete written or visual form to share with others.

· Able to visualize solutions to bring about changes.

· Able to work independently.

· Able to work under pressure and meet deadlines.

· Achieved consistent client satisfaction.

· Adept at both oral and written communication. Interact effectively with individuals of all levels.

· Articulate and creative, offering innovative and practical solutions.

· Bring enthusiasm to team projects and encourage others to develop workable ideas.

· Broad experience as what.

· Can easily break a large project down into smaller pieces, prioritize goals, and work under short deadlines without sacrificing creativity.

· Can work within a set budget and meet or exceed expectations.

· Capable of handling multiple projects concurrently.

· Cheerful personality.

· Committed to assisting others.

· Computer literate - can quickly learn new software.

· Consistently successful in what.

· Creative writing skills.

· Dedicated and meticulous.

· Demonstrated accuracy, attention to detail and ability to work well in team environment.

· Demonstrated ability to work effectively with clients.

· Demonstrated effective leadership skills.

· Demonstrated record of high performance standards, including attention to schedules, deadlines, budgets and quality work.

· Demonstrates competence and poise in professional and social settings.

· Dependable - can work without supervision.

· Effective communication skills, both written and verbal.

· Effective interaction with who and who.

· Efficient and courteous.

· Enjoy working with people.

· Excel at directing a cohesive staff in the successful attainment of objectives.

· Excellent communication skills.

· Excellent communication, interpersonal and organizational skills.

· Excellent motivational skills.

· Exercise initiative, achievement and independent judgment.

· Expert with what over how many years hands-on experience.

· Expert technical knowledge of what.

· Expertise in several areas of automation.

· Extensive experience in what.

· Familiar with what, what, what and what.

· Familiar with computer software.

· Fluent in what language.

· Friendly - can get along well with others.

· Highly imaginative with many innovative ideas.

· Honest, friendly, outstanding communication skills.

· Influential public speaker.

· Knowledge of what kind of functions.

· Knowledgeable and experienced in all phases of what.

· Major strengths in planning, problem solving, and communication.

· More than how many years hands-on experience in what.

· Organized and efficient.

· Outstanding master of time management.

· Over how many years of experience in what.

· Particular areas of expertise include what.

· Pleasant speaking voice.

· Professional demeanor.

· Proficient in all facets of what.

· Proficient in task assessing and completion.

· Proficient in the use of various software packages including what.

· Proven leader and self-starter; equally adept as team member.

· Proven record of working within a budget.

· Quickly learn procedures and methods.

· Received what award for what.

· Scheduled what for whom.

· Self-motivated and assertive.

· Self-starting, goal-oriented strategist whose confidence, perseverance and vision promote success.

· Sensitive to racial and cultural issues.

· Skilled at encouraging others and developing rapport.

· Skilled with computer systems and software.

· Speak what language show well.

· Strong background in all phases of what.

· Strong training skills.

· Talented in what.

· Thorough understanding of what.

· Trained in all areas of what.

· Well-organized and efficient.

· Work well in a high pressure environment.

· Working knowledge of what.

**Action Verbs**

**Management Skills:**

administered analyzed assigned

attained chaired contracted

consolidated coordinated delegated

developed directed evaluated

executed improved increased

organized oversaw persuaded

planned prioritized produced

promoted publicized recommended

reconciled recruited reviewed

scheduled strengthened spoke

supervised translated wrote

**Research Skills:**

clarified collected criticized

diagnosed evaluated examined

extracted identified inspected

interpreted interviewed investigated

organized reviewed summarized

surveyed systemized

**Teaching Skills:**

adapted advised clarified

coached coordinated communicated

developed enabled evaluated

explained facilitated guided

informed initiated instructed

persuaded set goals stimulated

**Helping Skills:**

assessed assisted clarified

coached counseled demonstrated

diagnosed educated expedited

organized prepared processed

purchased recorded retrieved

screened specified systemized

tabulated validated

**Financial Skills:**

administered allocated analyzed

appraised audited balanced

budgeted calculated computed

developed directed established

fashioned forecasted founded

illustrated instituted integrated

introduced invented managed

marketed originated performed

planned researched revitalized

shaped

**Communication Skills:**

addressed arbitrated arranged

authored corresponded developed

directed drafted edited

enlisted formulated influenced

interpreted lectured mediated

moderated motivated negotiated

**Technical Skills:**

assembled built calculated

computed designed devised

engineered fabricated maintained

operated overhauled programmed

remodeled repaired solved

trained upgraded

**Creative Skills:**

acted conceptualized created

designed developed facilitated

familiarized guided referred

rehabilitated represented

**Clerical or Detail Skills:**

approved arranged catalogued

classified collected compiled

dispatched executed generated

implemented inspected monitored

operated

Career fairs can sometimes seem overwhelming, but remember what you want to get out of it. Career fairs can provide you with the opportunity to make valuable contacts and learn more about various job opportunities in a variety of career fields.

What is your goal for the career fair?

 \* Will you ask for more information?

 \* Will you be ready to pass out resumes?

 \* Will you ask for interviews?

 \* Will you just ask for business cards and apply at a later date?

Have you done some research on the companies that are going to be represented?

 \* Obtain the name of the companies so that you can begin your research

 \* Know about their services/products

 \* What positions are opened to graduates

 \* Know the size of the company, etc.

Do you have a plan?

 \* Look over the set-up and determine how you should proceed.

 \* Meet with the companies that you are most interested in first

 \* Do not waste time in long lines

Is your resume prepared?

 \* Is your resume error-free?

 \* You will have a short period of time to talk to employers, so have a resume to leave

 \* Is your resume easy to read?

Do you have questions prepared to ask the company?

 \* What do you want to know about the company?

 \* What are the qualifications, training, etc.?

 \* Will I need to relocate?

What is the next step?

 \* What can you do to stay informed about open positions

 \* Be sure to ask what the next step is in the process, when you give the employer your resume

What will you wear?

 \* Dress like a professional

 \* Do not wear jeans, shorts, etc.

What will you say about yourself?

 \* Know what you will say to the employer about yourself—only important things

 \* Be sure to greet the employer properly

 \* Why are you interested in their company?

Follow-up

 \* Send a thank you note to the companies that you are most interested in

 \* Send another copy of your resume