

Government Position Resume Objective Builder Worksheet

Complete the sections below before writing your final resume objective.

Step 1: Identify the Position

Job Title You're Applying For:

Government Agency/Department:

Federal, State, or Local Government?

☐ Federal

☐ State

☐ County

☐ City

☐ Other: _____

Step 2: Your Professional Experience

How many years of relevant experience do you have?

☐ Less than 2 years

☐ 2–5 years

☐ 6–10 years

☐ More than 10 years

Describe your experience:

Step 3: Your Area of Expertise

Check the areas that best describe your background.

☐ Administration

☐ Program Management

☐ Public Administration

☐ Human Resources

☐ Accounting

☐ Budget Management

☐ Finance

☐ Procurement

☐ Project Management

☐ Information Technology

☐ Law Enforcement

☐ Customer Service

☐ Policy Analysis

☐ Data Analysis

☐ Compliance

- ☐ Records Management
 - ☐ Healthcare Administration
 - ☐ Education
 - ☐ Engineering
 - ☐ Other:
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Step 4: Core Skills

Select your strongest skills.

- ☐ Communication
- ☐ Leadership
- ☐ Analytical Thinking
- ☐ Problem-Solving
- ☐ Project Coordination
- ☐ Time Management
- ☐ Teamwork
- ☐ Customer Service
- ☐ Public Speaking
- ☐ Microsoft Office
- ☐ Microsoft Excel
- ☐ Data Analysis
- ☐ Report Writing

- ☐ Budgeting
- ☐ Policy Development
- ☐ Conflict Resolution
- ☐ Attention to Detail
- ☐ Decision-Making
- ☐ Research
- ☐ Organization

Other Skills:

Step 5: Education

Highest Degree Earned:

School:

Graduation Year:

Step 6: Certifications (If Applicable)

Check any certifications you hold.

- ☐ Project Management Professional (PMP)
- ☐ Certified Government Financial Manager (CGFM)

- ☐ Certified Public Accountant (CPA)
- ☐ SHRM-CP / SHRM-SCP
- ☐ Professional in Human Resources (PHR)
- ☐ Certified Administrative Professional (CAP)
- ☐ Lean Six Sigma
- ☐ IT Certification (CompTIA, Microsoft, Cisco, etc.)
- ☐ Other:

Step 7: Major Accomplishments

List measurable achievements.

Examples:

- Reduced processing time by ____%.
- Managed budgets totaling \$_____.
- Led a team of _____ employees.
- Improved customer satisfaction by ____%.
- Completed _____ successful projects.

Your accomplishments:

Step 8: Why Do You Want This Government Position?

Step 9: How Will You Add Value?

Complete this statement.

"I will contribute to this agency by..."

Step 10: Resume Objective Builder

Use your answers to complete the template below.

Template

Dedicated and results-oriented professional with _____ **years** of experience in
_____. Skilled in
_____, with a strong commitment to integrity,
accountability, and public service. Seeking a _____ position with
_____, where I can apply my
_____ to support the agency's mission, improve operational
efficiency, and deliver high-quality services to the public.

Your Final Resume Objective

Write your customized resume objective below.

Resume Objective Checklist

Before adding your objective to your resume, make sure it:

- ☐ Includes the exact government job title.
 - ☐ Mentions your years of relevant experience.
 - ☐ Highlights your most valuable skills.
 - ☐ Demonstrates your commitment to public service.
 - ☐ Includes relevant certifications or credentials, if applicable.
 - ☐ Reflects keywords from the government job announcement.
 - ☐ Is tailored to the specific agency.
 - ☐ Is concise (2–4 sentences).
 - ☐ Is free of spelling and grammar errors.
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Pro Tip

Government agencies often use structured hiring processes and applicant tracking systems (ATS) to screen applications. Carefully review the job announcement and incorporate important keywords, competencies, and specialized experience into your resume objective. Avoid generic statements, and instead focus on the unique value you offer, your commitment to ethical public service, and the qualifications that make you the best candidate for the position. A customized, employer-focused objective can help your resume stand out and encourage hiring managers to continue reading.