

Step 1: Identify the Position

Job Title You're Applying For:

Company Name:

Industry:

Step 2: Your Professional Experience

How many years of relevant experience do you have?

- ☐ 3–5 years
- ☐ 6–10 years
- ☐ 11–15 years
- ☐ More than 15 years

Describe your experience:

Step 3: Your Areas of Expertise

Check the areas where you have the strongest experience.

- ☐ Leadership
- ☐ Project Management
- ☐ Operations Management
- ☐ Customer Service
- ☐ Sales
- ☐ Business Development
- ☐ Finance
- ☐ Accounting
- ☐ Human Resources
- ☐ Information Technology
- ☐ Engineering
- ☐ Healthcare
- ☐ Marketing
- ☐ Supply Chain
- ☐ Manufacturing
- ☐ Quality Assurance
- ☐ Compliance
- ☐ Training & Development
- ☐ Strategic Planning
- ☐ Process Improvement
- ☐ Data Analysis
- ☐ Budget Management

☐ Other:

Step 4: Core Skills

Select your strongest skills.

- ☐ Leadership
- ☐ Communication
- ☐ Team Management
- ☐ Problem-Solving
- ☐ Decision-Making
- ☐ Analytical Thinking
- ☐ Time Management
- ☐ Organization
- ☐ Customer Relationship Management
- ☐ Strategic Planning
- ☐ Budgeting
- ☐ Coaching & Mentoring
- ☐ Negotiation
- ☐ Conflict Resolution
- ☐ Project Coordination
- ☐ Process Improvement
- ☐ Microsoft Office

☐ Data Analysis

☐ Presentation Skills

☐ Technical Expertise

Other Skills:

Step 5: Professional Certifications

List any certifications that strengthen your qualifications.

☐ Project Management Professional (PMP)

☐ Certified Public Accountant (CPA)

☐ Certified Management Accountant (CMA)

☐ SHRM-CP / SHRM-SCP

☐ Lean Six Sigma Green Belt

☐ Lean Six Sigma Black Belt

☐ CompTIA Certification

☐ AWS Certification

☐ Certified ScrumMaster (CSM)

☐ Other:

Step 6: Major Accomplishments

List measurable achievements from your career.

Examples:

- Increased revenue by ____%.
- Reduced operating costs by \$_____.
- Improved productivity by ____%.
- Managed budgets totaling \$_____.
- Led teams of _____ employees.
- Completed _____ successful projects.
- Improved customer satisfaction by ____%.

Your accomplishments:

Step 7: Leadership Experience

Describe your leadership responsibilities.

- ☐ Managed employees
- ☐ Supervised departments
- ☐ Led projects
- ☐ Mentored staff
- ☐ Conducted training
- ☐ Managed budgets
- ☐ Developed company policies

☐ Improved business processes

Other leadership experience:

Step 8: Why Do You Want This Position?

Step 9: What Value Will You Bring?

Complete this sentence.

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

Step 10: Resume Objective Builder

Use your answers above to complete the template.

Template

Results-driven professional with _____ **years** of experience in
_____. Proven expertise in
_____, with a strong track record of
_____. Seeking a
_____ position with

_____, where I can leverage my
_____ to improve organizational performance, support
strategic objectives, and contribute to long-term business success.

Your Final Resume Objective

Write your customized objective below.

Resume Objective Checklist

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

- ☐ Includes the exact job title.
- ☐ Highlights your years of experience.
- ☐ Emphasizes your strongest skills and areas of expertise.
- ☐ Includes one or more measurable accomplishments.
- ☐ Mentions relevant certifications, if applicable.
- ☐ Demonstrates the value you will bring to the employer.
- ☐ Includes keywords from the job description.
- ☐ Is tailored to the specific position and company.
- ☐ Is concise (2–4 sentences).
- ☐ Is free of spelling and grammar errors.

Pro Tip

Experienced professionals should focus on the value they bring rather than simply describing what they want from the position. Highlight your career achievements, leadership experience, technical expertise, and measurable results that align with the employer's needs. A customized, accomplishment-focused resume objective demonstrates that you can make an immediate impact and helps your resume stand out to hiring managers and applicant tracking systems (ATS).