GOAL-SETTING WORKSHEET

Define your objective before writing your resume

The first step in resume development is to know your objective because it determines *what* you write, *how* you write, *where* you position it, and *why*.

<u>Give some thought to these questions:</u>

- ⮌ What jobs combine your skills and your interests – what you do well and what you love to do?
- ⮌ Look at job postings that interest you. Do you have the skills, experience, and qualifications the employer is looking for? (hint: can you think of any specific examples of when you've used those core skills?)
- ⮌ What industries are most intriguing to you? Do you have experience in those industries? If not, how will you connect your background to your targeted industry?

Next, fill in the blanks below so I can create a clear objective statement and position you to appeal to your target audience.

Target Job Titles (2-4 profession samples)

Targeted Industries

Top Skills & Attributes to Showcase

Additional Requirements & Specific Needs