

Sample Job Objectives

It is not necessary to use a job objective. However, if you use an objective, you will want to carefully write one that meets the employer's needs as well as outlines the job you are seeking.

Automotive

- Interested in a position with an auto body repair shop. Ability to perform auto body repair, sanding, and painting.
- Seeking an entry-level position as a mechanic's helper. Trained in repairing and replacing engine parts, tune-ups and basic automotive principles and applications.

Banking and Finance

- Seeking a position as a bank teller where I can utilize my skills in banking procedures for receiving and disbursing cash, performing customer services, and sales promotion.
- To obtain a position in a bank as a clerk.
- Seeking a position as a new accounts clerk. Trained in customer service techniques, compiling, typing, and filing new accounts information.

Child Care

- Seeking an entry-level preschool aide position.
- To obtain a position as a preschool teacher with the ultimate goal of becoming a preschool director.

Health Occupations

- Seeking a position as a medical receptionist to utilize my excellent people and organizational skills.
- To obtain a position in the health services field with the ultimate goal of becoming an emergency room registered nurse.

Office Occupations

- Seeking an entry level clerical position in a business office.
- Seeking a position with an internet web design firm as an office assistant.
- Interested in an office receptionist position where I can use my word processing skills. Long-range goal is to advance to a management position.
- Interested in a data entry position within a large company. A long-range goal is to earn a master's degree in Business Administration.
- Interested in applying my database, spreadsheet, and word processing skills to secure an entry level position in a business office.

Restaurant

- Seeking a position as host/hostess and food server where I can utilize my experience in customer service and cashiering.
- Seeking a position as an assistant chef. Qualified in kitchen management, inventory control, customer service, and cooking methods.

Retail Sales and Marketing

- To secure an entry level position in a major fashion outlet. Flexible and willing to take on a variety of tasks.
- Offering excellent communication, fashion, and marketing skills. Seeking to apply these skills as a sales associate in a retail store.
- To utilize my business, communication, and human relations skills to sell products/services for your organization.