

Job Objective Worksheet

1. What sort of position, title, and area of specialization do you want? Write the sort of job you want, just as you might explain it to someone you know:

2. Define your area of responsibility. Describe the range of jobs you would accept, from the minimum up to those you think you could handle if you were given the chance:

3. Name the key skills you have that are important for this job. Describe the two or three key skills that are particularly important for success in the job that you are seeking. Select one or more of these in which you are strong and that you enjoy using. Write it/them here:

4. Name any specific areas of expertise or strong interest that you want to use in your next job. If you have substantial interest, experience, or training in a specific area and want to include it in your objective (remembering it might limit your options), write it here:

5. What else is important to you? Is there anything else you want to include in your job objective? This could be a value that is particularly important to you, a preference for the size or type of organization, or something else.