



Writing a clear career objective will help keep your job search efforts focused and help you communicate about the job you want.

- A **clear** career objective focuses on your next, most immediate, career step. It may focus on the job you want now as a step toward a long-term goal.

It should include a professional or functional area of interest and an industry focus if possible. Your short-term career objective will be the focus of your iMatchSkills profile.

*Examples of short-term career objectives:*

- I'd like to be a **welder** at a tool and die company
- I'd like to do **product marketing** in the telecommunication field
- I'd like a career in **healthcare administration**

Write your short-term career objective below.

Now, make sure your objective:

- Is specific enough to clearly identify the type of positions or work you're interested in. *(While it needs to be precise, you don't have to narrow it down to a single job.)*
- Focuses on a specific industry, job discipline or both. *(For instance, you may wish to specialize in accounting, cosmetics or information technology in health care.)*
- Describes the role you want to play in the industry or discipline. *(For example, marketing operations versus sales.)*
- Reflects the level of responsibility you are seeking in your next position. *(For example, supervisor, coordinator, specialist, manager or director.)*

*If you're unsure about your short-term career goal, or are simply having trouble saying it in a clear way, consider talking to a WorkSource staff person to schedule a 1:1 Job Coaching or 1:1 Training Plan appointment.*



My short-term career objective is:

Three horizontal lines for writing a short-term career objective.

To increase your opportunities to be matched to positions you qualify for, check your iMatchSkills profile to assure you address all the following items and that your response is complete and accurate.

**My status in iMatchSkills is marked “Active”**

**I verified that my:**

- Phone number is correct.
- My email address is correct.
- My mailing address is correct

**Occupational Skills**

- I selected all the skills I have relevant to the occupations I am pursuing. *(To increase relevant matching, select five to seven skills per listed*

**Occupational Goals**

- I listed up to three related occupations.

**Work History:**

- My work history entries are free of spelling errors.
- My entries use correct grammatical conventions.
- My profile is free of personal information.
- Each work history entry has a thorough list of job duties entered.
- I have indicated my months and years of experience for each position in my work history.
- My history:
  - Reflects the experience generally required for

**I indicated *all* languages I am able to:**

- Read and/or
- Speak and/or
- Write

**I noted:**

**Driver License:**

- I indicated the highest driver license classification for which I am qualified.
- I have indicated all driver license endorsements

**Computer Skills**

- I indicated all computer skills relevant to my job

**Licenses & Certifications**

- I have listed all professional licenses and certification that I have that are relevant to my career goal.

**My Resume:**

- I have uploaded a Word doc or a PDF file of a resume that targets my career goal.

***If you’re struggling to complete your iMatchSkills Profile, get assistance during an Open Skills Lab, enroll in the Job Search workshop, or make a 1:1 Job Coaching appointment.***

WorkSource is an equal opportunity program. Auxiliary aids and service, and alternate formats are available to individuals with disabilities. To place a free relay call in Oregon, dial 711. Access free online relay service at [www.sprintrelayonline.com](http://www.sprintrelayonline.com). This program is financed with funds through Worksystems, Inc. from the U.S. Department of Labor.



My career objective is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check every resume you send out against the items below. Being deliberate about this exercise will help ensure that your resume is the professional sales tool you want it to be.

### Content

My contact information is complete, accurate and positioned properly on the page. I've double-checked the following items:

- Name
- Phone number
- Professional email address

#### The Job Title:

- My resume clearly states the targeted position for which I am applying.

#### My Summary of Qualifications:

- Is positioned in the top half of my resume.
- Clearly states my strengths and credentials.
- Uses key words from the position description.
- Is structured so that an employer can easily identify me as a serious candidate.

#### Experience

- The work history described in my resume is appropriate for the occupation for which I'm applying.
- The skills listed match the job description language.
- Each sentence starts with a strong action verb.

#### Education:

- I listed education and training relevant to the position for which I'm applying.

### Style & Presentation

#### Typeface:

- The same font is used throughout the body of my resume.
- I used an 11- or 12-point font size.
- The font is easy to read. (*Traditional resume fonts are: Times New Roman, Arial, Calibri*)

#### Layout:

- My resume is no longer than two pages
- The margins are adequate. (*Standard is 1 inch.*)
- My resume uses all four corners of an 8 1/2 x 11 inch-sized sheet of paper

#### Error Free:

- My resume is free of typos and grammatical errors.
- Somebody else has read through my resume to make sure it's error free.
- I saved my resume with a file name that looks

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My career objective is:

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First impressions matter – especially for job seekers. As you prepare for an interview, keep in mind these 11 items and you’ll make an impression that you’re capable and professional.

1. Maintain an upright, appropriate posture.
2. Display a positive, enthusiastic attitude.
3. Display confidence.
4. Maintain eye contact when listening and responding to interview questions.
5. Speak at a discernable, appropriate volume.
6. Speak at a pace that is clear and understandable.
7. Use interview appropriate language.
8. Convey respect for the interviewer.
9. Respond coherently to each question asked.
10. Wear appropriate attire.
11. Ask interview related questions.

If you’re concerned about how you present yourself during an interview, there are several WorkSource services that can help you:

- Attend WorkSource Interview Skills workshop. Sign-up online at [myworksource.org](http://myworksource.org)
- Schedule a 1:1 Job Coaching session with a WorkSource staff person.
- Attend the Career GPS Course. This two-week intensive training focuses on getting job seekers ready for the local job market. Talk to a WorkSource Staff person to sign up.
- Additionally, you can download lists of typical interview questions



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Applicable in and outside the workplace, soft skills relate to a person's ability to work with people and work on projects effectively. These enhance one's job performance and career prospects.

Working with area businesses, WorkSource has identified four basic soft skills that are valued by employers across industries and occupations. We recommend you evaluate your soft skills in the areas listed below. Identify which ones you're strongest in, and think about where you might like to improve.

### **Proactive Communication and Collaboration**

Demonstrates effective verbal and non-verbal communication; demonstrates fluency in common forms of workplace communication; communicates to co-workers, teams and management clearly; demonstrates capacity to work collaboratively.

### **Reliability**

Follows instruction and demonstrates an understanding of expectations; consistently meets expectations for attendance and punctuality; demonstrates effective task management skills: meets work quality standards.

### **Self-Management**

Understands personal strengths and limitations; sets and manages short and long-term goals; manages personal emotions in the workplace; demonstrates adaptability in *diverse* settings; demonstrates integrity.

### **Taking Initiative**

Demonstrates personal accountability by taking ownership and planning ahead; exhibits perseverance by identifying and overcoming challenges; exercises sound reasoning and analytical thinking; exercises leadership.



Core Employment Skills are workplace math, reading and problem-solving skills that are valued by local employers across diverse industries.

**To Demonstrate Core Employment Skills you must have both:**

- A National Career Readiness Assessments Certificate (NCRC)
- A high school diploma, GED, or equivalent credential from another country

### **The National Career Readiness Assessments**

Developed by ACT and administered by WorkSource Portland Metro, the NCRC assessments give you a tangible way to document your reading, math, and locating information abilities. For more information or to register for the next NCRC session, talk to a WorkSource staff person at any Portland Metro WorkSource Center.

Prepare for the NCRC by:

- Taking the Individual Skills Review assessment. This gives you a chance to practice taking reading and math tests online.

### **Secondary Education Completion**

If you don't have a high school diploma, GED or equivalent credential, talk to a WorkSource staff member to learn how you can get appropriate educational support to help you earn your diploma or certificate.

### **Preparation & Support**

The following services – available at WorkSource and partnering agencies help customers improve math, English language and problem solving proficiency. Talk to a WorkSource staff member to access

#### **Workshops**

- Workplace English as a Second Language
- Workplace Computers
- NCRC Prep Workshops
- Locating Information Workshop
- Applied Workplace Math Workshop
- Open Skills Lab

#### **Online Learning Resources:**

- WIN Courseware tutorial for math and reading