

One of the biggest challenges job seekers face is deciding on their personal career goals. When you are not working and feel the financial pressure to find a job, it can be hard to focus on your goals if it means a job search may continue for a longer period of time. In the end, though, you will be better served by pursuing jobs that fit with your career goals because you are more likely to be satisfied and fulfilled with that kind of role.

So how can you create a resume that expresses and matches your career goals? The first step is to gain a better understanding of what your goals really are.

### **Self-assessment**

You probably have a lot of experience assessing your skills and talents, but have you ever looked at those attributes in terms of how they fit with your life goals, your likes, and your dislikes? Chances are the answer is no. Here are some questions to ask yourself that will help you better understand your interests and passions:

- What parts of your previous jobs did you find most satisfying?
- What parts of your previous jobs did you find least satisfying?
- What tasks or activities do you like to do?
- What tasks or activities do you not like to do?
- What is it that makes you want to get out of bed in the morning?
- Think about a time when you were praised or received recognition for something - what did you do to earn the praise? Moreover, how did you feel about it?

The next part of your self-assessment is to determine what type of work culture you find most comfortable and enjoyable. Ask yourself the following questions:

- Do you prefer a formal or casual business environment?
- Do you like a fast-paced workday or one that is slower and steadier?
- Do you need a lot of rules and structure or do you prefer more latitude?
- Do you want each day to follow a set pattern of activity or do you want more variation?
- Do you want to travel for business purposes?
- Do you want to work as part of a team or as an individual contributor?
- Do you like working for a large organization or smaller organization?

Use your answers to these two sets of questions to create a profile of your main interests and the type of business culture in which you want to work as you pursue those interests. These are your career goals.

**Make your resume reflect your career goals**

Now that you have identified your career goals, put them into your resume. Highlight the skills and attributes that fit with the type of job you want to pursue and build your resume in a way that will appeal to a potential employer who offers that kind of a position.

Use your network of personal and professional contacts to research potential employers and find those that match your preferences. Talk with people about the kind of position you are seeking, and ask them to keep you in mind if they see anything that might be of interest to you. Follow up occasionally, just to keep your name at the front of their mind.

**Summary**

When you clearly identify your personal career goals, it is easy to put them into your resume. Moreover, when your resume reflects your career goals, you are much more likely to find a job that fits your needs perfectly.