

## CV / Resume Objective Statement Builder Form

Firstly objective statements should only be used if applying for a very specific role where you know your objective is going to align with that of the reader. Or career change roles where you have to link generic transitional skills and a crystal clear focus on your target role.

Remember **the CV / Resume is for the benefit of the reader** not you.

The Objective statement should be concise and no more than 4 lines. It's a short powerful statement that tells the reader that you want offer what they need.

Go back to your target career form and make sure you know exactly what your target is looking for. Add the possible relevant content into the form below, delete the red example text first.

List as many as you wish, then edit and polishing your statement. Take your time.

Heading	Job Spec / Advert / Target	You
Job Title	<u>International Project Manager, SAP financials</u>	
Business Objectives of role try to go beyond the tasks to the business purpose / Your appropriate experience	<u>Implement SAP to time and budget throughout Europe, Improve finance management and corporate reporting through the implementation of SAP Module XX to critical time and budget targets,</u>	5 years as a management accountant, 10 years and over 8 major SAP financials implementations
Skills / Competencies Required	<u>Recognised Project Management qualification, Understand corporate finance, team management</u>	Prince 2 certified, PMP certified, qualified accountant, business analysis, team leadership, commercial savvy, strong mentor, excellent communication skills
Sector / Market Experience required	<u>At least 5 years Project Management £10M Sap Implementation, including International locations</u>	Largest project to date £7M UK only 4 Direct reports 30 indirect and through partners.
Behaviour / Personality (soft skills)	<u>Attention to detail, calm under pressure, determined, confident</u>	Analytical, dedicated, team leader, motivator, positive, attention to detail, calm under pressure, determined, confident, ambitious, fast learner
<p><u>Work Area</u>            The red underlined text are the requirements I feel will be most important to my target reader, I therefore Want my objective statement to hit as many as possible.</p>		