When you access this website, you understand and agree SuperintendentCenter.com is providing information for educational purposes, not legal advice, and is not legally responsible for its use. It is your obligation to investigate its applicability and/or legality or effectiveness and to determine relative appropriateness for your purposes.



THE SUPERINTENDENT RESOURCE & COLLABORATION CENTER

The Job Application

The

career objective statement

our resume needs to grab attention, make a great impression, and create interest in the contents. The first few lines are particularly important because paper-screening applications is the first step in the hiring process, and a reader might give your resume 60 seconds or less to decide if you are in or out of the next level.

A career objective statement introduces your resume with a synopsis of how your personal career aspirations will be supported by what you plan to do for the district. A well-written career objective statement will portray you as a candidate who knows what he or she wants, has focus and has thoughtfully chosen to apply for this particular position.

Before you opt for a career objective statement, you should ask yourself whether it would really enhance the overall application. You want to be certain that it is appropriate for the situation and that the position is genuinely aligned with your ideal career path.

If it is a viable option, keep in mind that it may be the first information board members read about you. You need to craft a sentence that is impressive and convincing, with care not to be overly focused on your own ambition or to inadvertently characterize yourself as someone who is not a fit for the job. For example, if the board is looking for longevity in its next superintendent, it would be prudent to avoid any suggestion the district would be only a short stop along the way.

~

The ideal career objective statement is succinct and elegant in its simplicity. Although there are a number of effective variations, it typically begins with a verb, frequently the word "seeking", to introduce the position in either specific or general terms. This is followed by the key skills offered by the candidate and how he or she will apply them to advance the district. For example:

Seeking a superintendent position providing the opportunity to use my leadership to establish an organizational culture centered on meeting every child's unique needs

The sample above would be particularly effective in an application presented to a district that emphasizes student-centered values in the position promotional materials.

~

Remember, a career objective statement is not required and it should only be used if it is accurate and extremely well-stated. In the event that a career objective statement isn't a good choice, consider a profile statement instead.