

WRITING JOB-RELATED OBJECTIVES WHEN REQUESTING AN EXPERIENCE IN HANDSHAKE

Objectives are written as part of the Handshake online form when you “Request an Experience.” It is helpful when writing objectives to refer back to the experience posting of duties, expectations and/or responsibilities.

- One of the main keys to the successful completion of your experience is the development of personalized and clearly defined objectives. It is the student’s responsibility to determine how the experience connects to their academic coursework to date.
- This will be unique to each student and will take some thought and planning prior to completing the objectives section in Handshake. Take time to consider your interests, strengths, and goals and how to incorporate them into your objectives. How will you apply your classroom knowledge to your experience? How will the duties in this experience connect to your major and future career? Below are examples of well-written objectives.

Examples of well-written objectives

- *As a psychology major, I will be working for a non-profit where I will be analyzing statistical data and how data is utilized to make decisions.*
- *As a biology and pre-medicine major working for Altru hospital providing patient care in the geriatric unit, I will utilize the skills and knowledge learned from my genetic and physiology coursework to research, assess and provide exceptional care.*
- *As a marketing major interning at ABC company, I will research potential clients; conduct a one-week marketing marathon; and produce a chart to unit leadership that summarizes the results. I will utilize the skills learned in my MRKT 300, COMM 110 and COMM 345 courses.*
- *As a mechanical engineering major partaking in a co-op experience at Bobcat, I will be designing and creating robotic prototypes utilizing the skills learned in my CAD course, ME 101 and ME 201 courses.*
- *As an English major, my internship with UND’s Digital Press will allow me to practice and utilize my written and oral communication skills. My experience at UND’s Digital Press should give me additional knowledge about how professionals write and publish, all while allowing me to polish my own reading, writing, and editing skills. In turn, I hope to use the knowledge and skills I gain through my internship in my future coursework and career.*

Examples of objectives that are not well-written

The examples below are too general and do not connect the experience back to educational coursework.

- *I will learn to design a better manufacturing robot for my company.*
- *I will learn the overall operations of XYZ Company.*
- *I will efficiently learn to use the inventory scanner.*
- *I will learn as much as I can about treatment for breast cancer.*

last updated 06.24.2022