



The purpose of your resume is to present yourself in such a way a search committee gains a clear picture of who you are and what you have to offer. A good resume should lead a search committee to want to meet and get to know you more. Strongly communicating the multi-facets of who you are and what you bring to ministry can be daunting, but time and careful thought spent here are well invested.

General Information

- Your resume should be about three or four pages. A one-page resume is too condensed. A ministry resume is different from a business resume. A business resume tells an employer what you do. A ministry resume tells a search committee what you do *and* who you are.
- Make sure your name, address, phone and email appear at the beginning of your resume. Include your name and page number on subsequent pages as pages can be separated in the search committee process. Keep your contact information current. This is easily overlooked.
- Edit. Edit! EDIT! Check spelling and grammar carefully. Have someone else proofread it. Be merciless in cutting out non-essential material. Don't bury your strengths in irrelevant details or verbiage.
 - ✓ Be specific, not vague (taught a weekly adult Bible study *vs.* two years teaching experience)
 - ✓ Use strong and descriptive action verbs, not weak and to be verbs (participated *vs.* was a part of)
 - ✓ Be active and direct, not passive and wordy (completed *vs.* was in charge of the completion of...)
 - ✓ Emphasize positives, not negatives (learned to work with various personalities *vs.* worked with a difficult board)
 - ✓ Focus on achievements, not time and activities (developed youth program, recruited and trained leadership *vs.* worked for three years directing youth program)
- Editing guidelines:
 - ✓ Use one space after a period
 - ✓ Spell out numbers under 100
 - ✓ Don't be capitalization "happy," use capitalizations correctly
 - ✓ Leave the word "that" out when it makes sense without it
 - ✓ Don't use periods at the end of bullet point statements
 - ✓ Be consistent with use of em and en dashes, state abbreviations, text format
- Include a current picture of yourself or your family, if married, on the first page. Your picture should accurately reflect who you are, professional or more casual. Strive for a neat appearance. Avoid busy patterns and very bright colors. Coordinate clothing in the same color range. Be conscience of what's in the background and any subtle messages, good or bad, it may convey.
- Ask yourself:
 - ✓ Eye-Catching? Be creative. Use high quality paper. Use a consistent layout throughout. Would it attract and keep a search committee's attention all the way through to the end?
 - ✓ User-Friendly? Is the size and type of font easy to read? Is it readable if printed in both color and black/white? Light colors don't show up well in black/white.
 - ✓ Unclear Assumptions? Don't assume your reader has been to seminary or that they hold your same exact doctrinal views. Keep it simple and clear.
 - ✓ Purposeful? Does my heart and vision for ministry show through?
 - ✓ Genuine? Have someone who knows you well review your resume and ask them, "Does this resume truly represent who I am?"

Specific Information

- **Ministry Perspective/Philosophy/Passion**
This paragraph is your initial handshake. A good resume leads a search committee to decide whether to pursue you or not based on this paragraph. Be concise using three to four sentences. Avoid overusing the “I” word. Include the aspects of ministry you are passionate about and enjoy.
- **Personal information**
 - ✓ Marital status (single, married, children)
 - ✓ Conversion experience
 - ✓ Ordination
 - ✓ Hobbies and interests
- **Education**
 - ✓ List all college, graduate & post-graduate training (listing GPA is not necessary)
 - ✓ List highest level of training first
 - ✓ Include degree, school, location, date, major and any honors or awards
- **Ministry and employment experience**
 - ✓ Make it easy for a search committee to read. Break into columns or some creative way.
 - ✓ Begin with most recent ministry first
 - ✓ Include position, ministry, location, dates and responsibilities
 - ✓ Separate ministry and secular experience
 - ✓ Include all ministry experience, both paid and volunteer, but be selective in giving details. Give prominence to the three or four positions that best qualify you.
- **Additional Involvements and Memberships**
 - ✓ List continuing education conferences, seminars and workshops attended. Include dates, topic and location.
 - ✓ List mission experiences including location, dates and type of ministry
 - ✓ List community involvement and volunteer activities
 - ✓ List associations and professional memberships
- **Publications and Speaking Engagements**
 - ✓ Include books, magazine and newspaper articles, and radio or media ministries
 - ✓ Include workshops, retreats or conferences you have led
- **References**
 - ✓ List references rather than saying “References available upon request”
 - ✓ Include several types of references, from a professor, employer, fellow minister, friend
 - ✓ Don’t include relatives
 - ✓ If there are more than four references, list the four strongest and add “Additional references available upon request”
 - ✓ Always ask individuals before using them and ask what contact information to list
 - ✓ State their relationship to you
 - ✓ Give your references a copy of your current resume and keep them informed of your placement progress so they are not caught off guard when they are contacted