[Your Name]

[City, ST ZIP Code]   
[phone] | [email]

# Ministry Philosophy

[Write a concise paragraph of three to four sentences on your perspective or passion for ministry. This should describe your passion, focus, what you value and how that practically carries out in your ministry. This section helps a ministry evaluate how you fit within their philosophy.]

# Personal Summary

[This section should include:

* A brief sentence or two about where you were born and your childhood years.
* A short paragraph on your conversion experience and how God called you into ministry
* 1-2 sentences about your spouse and family.
* Ordination and licensing information, including dates.
* A brief listing of your hobbies and interests. Only list three or four. Be specific

# Education

[List highest level of training first. List only schools where a degree was received. Also list any degrees in progress. Do not list GPA or high school.]

* [School Name, City, State]
  + [Degree] | [Date of Graduation]
  + [Major]
  + [Include any special academic honor (i.e. Magna Cum Laude)]

# Ministry Experience

[Begin with your most recent (or most relevant) position first. Include both paid and volunteer positions but don’t label your positions as paid/non-paid. Give prominence to the three or four positions that best qualify you. Use past tense verbs for all positions even if it is a current role.]

## [Dates From - To]

### [Job Title] | [Company] | [Location]

* Responsibilities and accomplishments
* Responsibilities and accomplishments]

## [Dates From - To]

### [Job Title] | [Company] | [Location]

* Responsibilities and accomplishments
* Responsibilities and accomplishments]

# Professional Experience

## [Dates From - To]

### [Job Title] | [Company] | [Location]

* Responsibilities and accomplishments
* Responsibilities and accomplishments]

## [Dates From - To]

### [Job Title] | [Company] | [Location]

* Responsibilities and accomplishments
* Responsibilities and accomplishments]

# Awards and Acknowledgments

* [List any special honors or awards associated with your education and/or ministry experience.]

# Continuing Education

* [Give title of seminar, location and date. List seminars or conferences which will strengthen your resume in the area (pastoral, youth, counseling, etc) you desire to serve.]

# Publications

* [List the magazine/book title, the publisher and the date. List topic, location and date of speaking engagements.]

# References

[Include several types of references (personal, professional, pastoral). List your three to four strongest and indicate more available if needed. Don’t include relatives. Always ask references before listing them and give them a copy of your resume.]

|  |  |
| --- | --- |
| Name Relationship to Reference  Reference’s Job Title Employer  Email Address Phone Number | Name Relationship to Reference  Reference’s Job Title Employer  Email Address Phone Number |
| Name Relationship to Reference  Reference’s Job Title Employer  Email Address Phone Number | Name Relationship to Reference  Reference’s Job Title Employer  Email Address Phone Number |