

**[Your Name]**

City, ST Zip

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**

* A brief sentence or two of 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.*

Name of School – city, state

Degree Earned – month, year

Emphasis: (optional)

Include any special academic honor (i.e. Magna Cum Laude)

Name of School – city, state

Degree Earned – month, year

Emphasis: (optional)

Include any special academic honor (i.e. Magna Cum Laude)

**Ministry Experience**

*Begin with your most recent (or 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. Include preaching, speaking, and teaching engagements.*

Ministry – city, state | month, yr – month, yr

Position

* Responsibilities and accomplishments
* Responsibilities and accomplishments

Ministry – city, state | month, yr – month, yr

Position

* Responsibilities and accomplishments
* Responsibilities and accomplishments

Ministry – city, state | month, yr – month, yr

Position

* Responsibilities and accomplishments
* Responsibilities and accomplishments

**Professional Experience**

*List most recent position first.*

Company – city, state | month, yr – month, yr

Position:

* Responsibilities
* Responsibilities

Company – city, state | month, yr – month, yr

Position:

* Responsibilities
* Responsibilities

**Honors and Awards**

*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

Relation to reference

Reference’s job title

Employer

Email

Phone

Name

Relation to reference

Reference’s job title

Employer

Email

Phone

Name

Relation to reference

Reference’s job title

Employer

Email

Phone

Name

Relation to reference

Reference’s job title

Employer

Email

Phone

Additional references available upon request