

Writing a Ministry Resume

A resume is a brief summary of you. Begin by prayerfully taking time to consider your sense of vocation and what equips you to faithfully serve in the position for which you are applying.

Personal Data

- Place your name at the top. Bold and 10 pt. larger than headings
- Include cell, email, and address.
- List dates and locations of licensing and ordination.
- Family
 - If applicable, include spouse's name, occupation, and names and ages of children.
- Include good photo beside your name. If applicable, include your family.

Education

- List higher education in reverse chronological order.
- Include name of institution, city and state, graduation dates, majors, minors, and concentrations.
- Include GPA if above 3.0 (optional)

Ministry Experience

- List applicable experience in reverse chronological order.
- Include title, organization name, City, State, and Dates of Employment (years only).
- Be consistent in formatting.
- Be concise in describing job duties.
 - Use active, action words.
 - Communicate in short summary phrases instead of complete sentences. No narratives.
 - Eliminate personal pronouns, abbreviations, and acronyms.
- Include all relevant experience, whether paid or volunteer.
 - If volunteer experience is extensive, consider making it another section.
- Include section for non-ministry employment if it explains a gap in ministry history, is relevant to the position, or otherwise answers a question about you or helps you stand out as a candidate.

Honors, Interests, Activities (optional)

- Be careful in this section: only list significant awards or accomplishments that are relevant to the position or particularly meaningful to you.
- Only list hobbies you actively engage in.

References

- Include name, title, organization, phone, and email for 3-5 references.
- References should be from a cross section of your employment, education, and ministry history.
- ALWAYS get permission before listing a reference.

Tips to Consider

- Edit thoroughly - Avoid Clutter - Resist Gimmicks
- Do not exceed two pages.
- Be consistent in language and formatting.
- Personal statements, philosophies of ministry, and ministry objectives do not need to be included.
- Save it so someone else understands what it is (Joan.Jones.Resume)
- Print it and then make a copy of it and see how it looks.
- Eliminate formatting that makes it hard to email, print, or read.