

Some Advice on Ministry Resumés

The purpose of the resumé is to introduce you to a prospective ministry and should lead to an opportunity for a personal interview. It should set forth the ministerial gifts and skills you possess.

Assess your current understanding of the areas of ministry for which God has called and prepared you and provide relevant information including the following:

- **Personal data** – Give name, address, telephone number, and email address.
- **Marital Status** – List names of wife and children, children's birth date, and explain any matter that may be of concern to a search committee.
- **Education** – List your highest level of theological education first. Spell out the name of degrees, since abbreviations are not always familiar to recipients of your resumé. List undergraduate degrees but not necessarily your high school education. Specialized training and/or certification should be included.
- **Experience** – List in reverse chronological order positions, titles, places, and dates of service with concise descriptions of responsibilities and accomplishments. Give employment history, positions held, volunteer service, and lay ministry experience.
- **Honors, interests, and activities** – Be honest and do not exaggerate.
- **References** – List those who will give a candid evaluation. Three to four references with a mixture of teachers, ministers, and lay people is recommended.
- **Personal statement** – Your spiritual sojourn succinctly stated will help personalize your resumé and make it valuable those who review it. This is to be written in a narrative style.

Make your resumé visually appealing and easy to read. Use standard business-type fonts such as Arial, Times Roman, or Calibri fonts in the size range of 10-12. Make the headings stand out with font bolding. Double spacing between sections makes the resumé more readable.

Guard against grammatical mistakes, misspellings, and punctuation errors. Have someone with editing skills review your resumé. The quality of paper and the clarity of copies are very. Do not use abbreviations or acronyms for organizations; spell out the name.

Give a brief description of accomplishments related to your professional pursuit. Action verbs are to be employed in descriptions of experience and duties. Be certain you use the correct verb tenses. Avoid repetition of verbs by using a reputable thesaurus.

Include a recent photo of you and your spouse.

Place your name at the top of each page and confine your resumé to two pages unless you have extensive experience that warrants a third page.

Here's a quick checklist as you prepare your ministry resumé:

- Allot enough time to prepare your resumé
- Emphasize qualifications relevant to the ministry role you are seeking
- Clearly list your qualifications
- List your education entries in reverse chronological order
- Make sure contact information is updated
- Obtain permission for references used
- Give accurate contact information for references listed
- Use short summary phrases instead of complete sentences
- Use bolding, bulleting, underlining, and italicizing where appropriate
- Use white space in margins and between sections
- Avoid personal pronouns, abbreviations, and acronyms
- Use a competent proofreader to review your resumé
- Make certain of good print and copy quality

