

SAMPLE RESUME FORMAT

JOHN R. DOE

ADDRESS
CITY, STATE, ZIP CODE
E-MAIL ADDRESS
PHONE NUMBER

Ministry Objective

PROVIDE BRIEF STATEMENT OF VOCATIONAL MINISTRY OBJECTIVE

Personal

Date of Birth: LIST DATE OF BIRTH
Marital Status: LIST MARITAL STATUS; IF MARRIED, PROVIDE SPOUSE'S FIRST NAME AND YEAR YOU MARRIED
Children: IF APPLICABLE, LIST CHILDREN'S FIRST NAME AND BIRTH YEAR
Hobbies/Interests: LIST 3-5

Education

Master of Divinity, 2009
Beeson Divinity School, Samford University, Birmingham, AL

Bachelor of Arts or Science, YEAR
SCHOOL, CITY, STATE
Major: LIST Minor: LIST, IF APPLICABLE

Ministry Experience

DATES POSITION
CHURCH OR MINISTRY ORG NAME, CITY, STATE

- DESCRIBE NATURE OF WORK, DUTIES/RESPONSIBILITIES, ACCOMPLISHMENTS

Other Work Experience

DATES POSITION
EMPLOYER, CITY, STATE

- BRIEFLY DESCRIBE NATURE OF WORK AND DUTIES, GIVING SPECIAL ATTENTION TO SKILLS OR EXPERIENCE THAT MIGHT COMPLEMENT YOUR WORK FOR THE MINISTRY POSITION FOR WHICH YOU ARE APPLYING.

Miscellaneous

- LICENSING AND/OR ORDINATION? PROVIDE NAME OF CHURCH, CITY, STATE, AND YEAR.
- SKILLS/PROFICIENCIES, CERTIFICATIONS, ETC.
- AWARDS/RECOGNITIONS
- RELEVANT BACKGROUND OR EXPERIENCES NOT LISTED ELSEWHERE

Comment [t1]: If you are currently pursuing a degree: Master of Divinity (candidate), anticipated graduation date, May 2009

Comment [t2]: If you completed courses toward a degree but did not earn the degree from that school:
Completed XX credits toward DEGREE NAME, DATES
SCHOOL, CITY, STATE

Comment [t3]: Provide list of ministry experiences for last 10 years; may list older ministry experiences if pertinent to position for which you are applying.
If you have very few or no formal vocational positions to list, include volunteer or lay ministry experiences.

Comment [t4]: Provide list of work experience for last 10 years.

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References

NAME (WITH TITLE)
NATURE OF YOUR RELATIONSHIP, E.G., FORMER PASTOR OR SEMINARY PROFESSOR
POSITION, IF APPLICABLE
ADDRESS
CITY, STATE, ZIP CODE
PHONE
E-MAIL???

Comment [t5]: Provide 3-6 references. Provide a variety of references, e.g., male-female, clergy-laity, professor-minister-employer-layperson. Make sure to gain someone's consent to be listed as a reference. Confirm contact info. Ideally, references should be able to offer observations about you based on interaction in the last 3-5 years.