

Resume Guidelines – SAMPLE RESUME FORMAT
Provided by the Church-Minister Relations Office of NOBTS, updated January 21, 2003
Ideas and Suggestions in italics- Sample part in regular or bold face type.

Name should be bold and slightly larger than rest of text.

First Name, Initial, Last Name
Street Address, Apartment Number, City, State, Zip
Area Code, Telephone Number, E-mail

(IF YOU ARE RELOCATING, INCLUDE SECONDARY ADDRESS)

You may want to add a photo of you and/or your family. If so, move your Name/Address/Phone to the left in order to keep everything centered on the page. If you will be uploading your resume to the CMR Resume system your photo must be in

PERSONAL

Keep one-inch margins at top, bottom and sides.

Birth: Date, City, State

Salvation: Date

Marital Status: *(MEN—INCLUDE WIFE'S MAIDEN NAME; LADIES—LIST ANYTHING SPECIAL ABOUT YOUR HUSBAND. OPTIONAL—LIST ANY DEGREE THAT YOUR SPOUSE HAS OBTAINED AND THEIR CURRENT PLACE OF EMPLOYMENT. IF SINGLE, YOU COULD PUT PARENTS' NAMES.)*

Children: Name, Gender, Date of Birth

Hobbies/Interests: *(DO NOT GO INTO GREAT DETAIL. GIVE JUST ENOUGH INFORMATION TO SHOW WHAT YOUR INTERESTS ARE AND WHAT YOU LIKE TO DO FOR FUN.)*

MINISTRY OBJECTIVE: My primary ministry objective is to be the _____ in a local Southern Baptist church. Or, my primary ministry objective is to serve as _____.
(BE SPECIFIC ABOUT THE GOALS BUT ALSO FLEXIBLE IN WHAT YOU CAN DO.)

EDUCATION *(BEGIN WITH MOST RECENT DEGREE YOU ARE PURSUING OR HAVE OBTAINED)*

1. Master of Divinity (concentration in _____); received/ expected from New Orleans Baptist Theological Seminary, New Orleans, LA month/year
2. Bachelor of Arts degree in history from school, city, state, month, year graduated

MINISTERIAL CREDENTIALS *(IF NOT LICENSED OR ORDAINED, LEAVE OFF)*

Licensed by: church, city, state—month, year

Ordained by: church, city, state—month, year

SECULAR/MINISTERIAL WORK EXPERIENCE *(IN BULLET, STATEMENT FASHION, LIST ACCOMPLISHMENTS AT EACH POSITION)*

1. Pastor, Harmony Baptist Church, Picayune, Mississippi—June 1986-June 1992
2. Youth Director, Goodyear Baptist Church, Birmingham, Alabama—April 1982-May 1986
3. Mechanic, Midas Muffler, Jackson, Mississippi—January 1979-January 1982

Be sure to include ANY ministerial experience – paid or volunteer. If you do not have any ministerial experience be sure to include the church where you attend regularly and any classes you may have taught, groups you may have lead, etc.

STATEMENT OF CALL

**KEEP THIS TO THE POINT. LET THEM KNOW OF GOD'S WORK IN YOUR LIFE. INCLUDE ANY PERTINENT THOUGHT FOR THOSE WHO SEE YOUR RESUME TO UNDERSTAND HOW YOU FEEL GOD LEADING YOU IN MINISTRY.*

PHILOSOPHY OF MINISTRY

PHILOSOPHY OF MINISTRY IS A KEY COMMUNICATIVE PIECE OF YOUR RESUME AS TO HOW YOU WILL PURSUE MINISTRY. YOU MAY WANT TO INCLUDE SCRIPTURAL FOUNDATION FOR YOUR APPROACH TO MINISTRY. THIS IS NOT A THESIS OR PAPER, BUT A BRIEF STATEMENT OF YOUR PHILOSOPHY.

REFERENCES

LIST AT LEAST FOUR, NO MORE THAN SIX REFERENCES. VARY THE REFERENCE (A BUSINESS PERSON, A FORMER SUPERVISOR, A PASTOR, A PROFESSOR, ETC.) INCLUDE COMPLETE NAME, TITLE, CHURCH OR BUSINESS WHERE REFERENCE CAN BE LOCATED. GIVE STREET ADDRESS, CITY, STATE, ZIP, HOME AND OFFICE PHONE NUMBERS. ASK PERMISSION FROM REFERENCES TO INCLUDE THEM ON RESUME AND STAY IN TOUCH WITH YOUR REFERENCES – UPDATE THEIR CONTACT INFORMATION AS NEEDED.

Other thoughts and suggestions:

A ministerial resume is slightly different from a secular resume. A secular resume is typically one page with no photo, no personal information, and no references. Ideally, a ministerial resume should be 2-3 pages in length. One page resumes generally are not acceptable; resumes longer than five are tough for committees to digest. Use a font size that is easy to read; don't make it too small just to make your resume a certain number of pages.

Your resume for Ministry Connections (NOBTS' online resume referral system) must be prepared in Microsoft Word 97 (or higher) format. The file size for your resume must be smaller than 500KB.

Remember, your resume for Ministry Connections will be printed off by a search committee or pastor. Fancy graphics or fonts may not convert. Think black and white.

Pictures are good. Photos should be done digitally on a computer or scanned in using JPEG format. For Ministry Connections, your resume must keep at least a ½" margin including the picture. Remember, your Microsoft Word file cannot be more than 500KB. **HINT:** Do all of your photo editing (cropping, resizing, etc.) *before* importing into your document. This will keep the file size from getting too large.

You want your resume to be the most eye appealing piece in order to gain the attention of the committee so that they will want to talk to you. First impression means a lot.

Phone numbers and address where committees can reach you are very important to obtaining employment. Keep your resume updated. Every 4-6 months you will want to update your resume and upload it into Ministry Connections.

You want to give enough information that will cause the interviewers to want you to expand on ministry, what God has called you to do, and what you can offer the place where you will be employed.

Sample Resumes are available for viewing in the Church-Minister Relations office. Ask friends and peers in ministry to see their resume to get ideas about layout, formatting, and ways to communicate ideas. Don't be afraid to be creative or different, but make sure it communicates clearly and easily.

N O T E :

The Church-Minister Relations (CMR) office provides a means for students, and alumni, to have their resumes distributed to requesting churches. This service is provided at no charge and can be accessed from any computer with Internet access. Once your resume is online, the CMR office can send it to requesting churches that are looking to expand their ministry. You may contact the CMR office to activate a resume account or to receive additional information. Consultation in the Church-Ministry Relations office is also available by appointment. You can reach the CMR office at 504-282-4455 or 1-800-662-8701, ext. 3291. You can also reach us by email at cmrconsultant@nobts.edu.