
The Baptist College of Florida
Ministry Referral Resume Format
Items in bold (headings and entries) below this line are required

Your Name
Address
City, State Zipcode
Phone
e-mail address

PERSONAL

Include here personal information about yourself and your family. Use short statements or bullet points. Include any licensing or ordination to the ministry with the name of the church, city, state and date of the licensing or ordination. You may also include birth date, marital status and date, spouse's name, children's names and birth dates. We do not require this, but committees like to have some basic information about a candidate's family.

OBJECTIVE

Provide a clear and simple statement of your objective, e. g., *To serve as Pastor of a Southern Baptist church.* Do not give more than two positions, e. g., *To serve as Minister of Music and Youth or Music and Children.* If you are available for more than two positions, use a general objective statement, e. g., *To serve as a minister of a Southern Baptist church.* Your objective must be supported by your training and/or ministry experience.

EDUCATION

List your education by the degrees you earned or are pursuing. Start with the most recent. If you are still pursuing your degree, indicate the expected date of graduation. Use the format shown here:

Bachelor of Arts in Theology, Florida Baptist Theological College, Graceville, Florida. May 2000

High School diploma, Your High School, Your Town, State. June 1991

MINISTERIAL EXPERIENCE

Start with the most recent position. Use the format shown here. You may include volunteer as well as paid staff positions.

Assistant Pastor, First Baptist Church, Your Town, State. September 1999 - June 2000

Sunday School teacher, youth class, First Baptist Church, Your Town, State. May 1996 - June 1998

OTHER EXPERIENCE

Make a simple list of the jobs you have held. Include position held, company name, place and dates. Start with the most recent. It is not necessary to include every position. If you have much ministry experience, this section is not as important and may even be omitted. If you have little ministry experience, you should make this section more thorough.

PERSONAL STATEMENT

This section should highlight/summarize your salvation experience and your call to ministry. You may also wish to include a brief paragraph about your philosophy of ministry and your denominational and doctrinal position. We recommend that you prepare a more lengthy, detailed explanation of these areas as a separate document and make it available to committees when they contact you.

REFERENCES

List four personal references. Prepare them in columns to make the most use of space. **Be sure that the names, addresses and phone numbers are complete and accurate. Identify the nature of the reference,** whether the person was your pastor, professor, friend, layman, co-worker or employer (list company). Be sure to contact your references to secure their permission to have them on your resume. If the contact information is for a church or place of business, indicate by placing the name of the church/business before the address. If the contact information is a home address and phone, list the nature of the relationship (e. g., *friend, former pastor*) after the address.

Dr. John Doe, Pastor
First Baptist Church
1234 Main Street
City, State Zip
1-234-567-8989

Mr. Fred Smith
PO Box 123
City, State Zip
1-123-123-1234
Sunday School teacher

Your name

Other resume hints:

The information included in your resume should support your objective directly or support your character in general. If there is no supporting purpose, you should leave it out.

Choose your words carefully. Use concise phrases and clauses rather than sentences, except in the personal statement section.

Keep it brief and to the point. You do not need to tell the whole story. This is not the purpose of a resume. You can share details when you are contacted for an interview.

Note that all words should be spelled out, not abbreviated, except for the state code used in the addresses in the references section.

Remember, a resume is a reflection of the person it represents. Be sure your resume is free of errors.

A carelessly prepared resume will suggest to a search committee that the person will be careless in other matters.

If you have any questions, please call or stop by the office of Alumni and Church Relations.

The entries made *in italics* in this resume sample are for illustration only! Do not make the entries in your resume in italics.