CHURCH RESUME TIPSHEET
Key Essentials for an Effective Ministry Resume

Your Resume Format

- **LENGTH** - No more than 2 pages
- **ORDER** - Chronological (most recent at top of each section)
- **LAYOUT** - Slight graphical with a touch of color (checkout Canva.com for ideas)
- **FONTS** - No more than 2 fonts (must be tasteful/professional)
- **PERSONALIZATION** - Customize for specific opening whenever possible
- **FORMAT** - PDF (Always)
- **PICTURE** - Include a picture of you, possibly your family, usually
- **ACCURACY** - Spell check your entire resume (twice!)
- **EDITING** - Remove anything that will not help you get the interview
- **ORGANIZATION** - Use bullet points (no more than 5 per section)

Your Resume Content

- **CONTACT INFORMATION** - Phone number, professional email address, social media links, video work sample (whenever possible)
- **MINISTRY OBJECTIVE** - 2-3 Sentences maximum (I want to serve in a church that...")
- **EMPLOYMENT/EXPERIENCE** - Chronological (include locations), last ten years is usually sufficient, make your experience relate to the role you're applying for
- **EDUCATION** - Be honest and transparent; if degree is unfinished, say so
- **REFERENCES** - Leave them off... it's too early.

Key Takeaway

The ONLY purpose of your resume is to secure a job interview. Nothing more. Nothing less. The general rule: You should consider deleting anything that does not help you get a first-round interview with the target church.

CHEMISTRY STAFFING