

## PREPARE: Writing Your Resume

“Resume Writing” says, “Resumes tell an employer a great deal about you. Where you have been, where you are and where you are headed. However, the story must be told quickly and clearly. You only have a few moments to convince the employer that your resume deserves further attention before it’s trashed.”<sup>2</sup>

### Q&A<sup>3</sup>

#### **What can you do with a resume?**

Mail it. Email it. Give it to hiring churches/organizations in any other manner they request. The idea is to get it into the hands of as many hiring personnel as you can. If people like what they see in your resume, you could get invited to a job interview.

#### **What if you aren’t a confident writer?**

That’s okay. Writing a resume is more about knowing what you’ve done and presenting it effectively. Lengthy paragraphs with numerous adjectives should be avoided. Spend more time focusing on your specific accomplishments. Subjective details should be avoided. You can also ask for help at the Ministry Center.

#### **What is the official format of a resume?**

There is no official format for writing your resume. There are categories that should be included in most standard resumes and styles that are recommended, but there is no one right outline. You will find different example resumes on pages 17-23. Contact the Ministry Center if you would like these examples sent to you to use as a template.

#### **What’s a ministerial resume?**

“Resumes look a little different in every field, and especially so in the ministerial field. The primary difference one will notice with these types of resumes is that they are much more personal than business resumes.”<sup>4</sup> Ministry experience, paid or volunteer, is valued more in a ministerial resume than secular jobs.

#### **Do I send the same resume to different jobs?**

Your resume will need to be tweaked for each different position you’re applying for. Do your research. Be very familiar with the job description, requirements, and mission of the church or organization. This way you can be sure to pinpoint skills and experiences on your resume that fit what they are looking for.

**“The information you include on your resume, as well as the order and format in which you present it, should reflect the information needs and qualifications sought by search committees in your field of service... think carefully about what a committee will want to know about you... Carefully consider how you can organize pertinent information so it will communicate clearly the significance of your gifts, experience, and skills.”<sup>5</sup>**

## 12 Ways to Make Your Resume Stand Out!<sup>6</sup>

### 1. **One or two pages.**

The goal is to keep out unnecessary information and highlight your skills and qualifications. Don't mention everything you've done. Leave them wanting to know more and contact you. This allows for more opportunity to share your unique skills in an interview.

### 2. **Use a good grade of paper.**

Use off-white or beige paper to help make your resume stand out from others printed on white computer paper.

### 3. **Be honest.**

Make sure your 10-point buck was really a 10-point buck. It can be tempting to stretch truth in order to make yourself look better. You are uniquely gifted and empowered by the Holy Spirit. False statements on your resume are not worth a breach of your integrity.

### 4. **Focus on the essentials.**

Avoid being repetitious in your accomplishments and skills.

### 5. **Avoid listing what's common.**

Pinpoint what's unique about you. A lot of people can use Microsoft Office. What distinctive skills and accomplishments can you share?

### 6. **Write facts that are measurable, not just tasks.**

Job descriptions list tasks; your resume should not. Make sure your points are measurable. Think, "How?" "What?" "Where?" and "With what results?" Example: replace "Developed elementary ministry curriculum" with "Created a year-long elementary ministry curriculum equipped with activities and parent resources."

### 7. **Use bullet points.**

Paragraphs get monotonous and lose the reader's interest. Bullet points allow for quick reading and clarity.

### 8. **Choose one verb per bullet point.**

See the resume thesaurus on pages 15-16 for ideas.

### 9. **Use a clean font.**

Arial, Calibri, Helvetica. 11-point is the smallest you should use.

### 10. **Consistent margins.**

Use .5" or 1" margins on all four sides.

### 11. **Edit, edit, edit.**

Check for misspelled words and poor grammar. Have several people proofread your resume or bring it to the Ministry Center.

### 12. **Consider online resume builders.**

One great site is [www.myperfectresume.com](http://www.myperfectresume.com)

- Numerous templates
- Writing assistance & cover letter builder
- Download, save, and print finished product
- \$2.95 day full access, \$7.95 monthly access (money guaranteed)

## Resume Checklist

Not all resumes include all of the following categories, as you will notice in the example resumes. Some categories can be combined while some may not be needed depending on the job you're applying for. If your resume is too long, cut some of the non-essentials. If it is too short, consider adding a few things.

- Contact information**
  - Full name, phone number, a professional email address (not Cutie-pie@hotmail.com) and mailing address
  - Personal information may be added, such as family, interests, and ordination date
- Your skills**
  - Abilities you possess that will benefit the church/organization
- Ministry experience**
  - Title, church or organization name, location, and year(s) worked
  - Bullet points of what you did—facts that state results, not just tasks
- Education**
  - Start with most recent school or program
  - Mention degree earned and date received
- Work experience**
  - Amount of time spent at each job and some duties you had while there
- Non-work/related experience**
  - Accomplishments, volunteer experiences, etc.
- Personal statement of faith**
  - Short salvation story, call to ministry, ministry statement, doctrinal belief, etc.
- Additional information**
  - Optional section that may be used to mention special talents or abilities to interest the employer
  - Most churches and ministry organizations like to know if you are married and/or have children

### Things to avoid:

- **Objectives** are not recommended anymore. Resumes should present facts about you, not opinions.
- **Goals** are not recommended either. The church/organization knows what position you are applying for, especially if mentioned in your cover letter.
- **References** should not be included on resume unless instructed. Wait to give upon request, at interview, etc. Place "References upon request" at end of your resume.
- **Personal pronouns** should be avoided. You may have to use a few here and there, but try to keep them to a minimum.
- **Writing in third person** is awkward on a resume. Stick to first person.

## Ministry Resume Thesaurus<sup>7</sup>

### **Accomplished**

Completed  
Finished

### **Achieved**

Executed  
Reached  
Realized

### **Adapted**

Accommodated  
Adjusted

### **Advised**

Conferred  
Consulted  
Instructed

### **Assessed**

Appraised  
Evaluated

### **Assisted**

Accommodated  
Contributed  
Promoted  
Sponsored  
Supported

### **Audited**

Analyzed  
Examined  
Inspected

### **Calculated**

Computed  
Estimated  
Figured

### **Chosen**

Awarded  
Nominated  
Selected

### **Committed**

Dedicated  
Devoted

### **Completed**

Concluded  
Finished

### **Composed**

Comprised  
Created  
Formed

### **Consulted**

Advised  
Conferred

### **Coordinated**

Accommodated  
Arranged

### **Created**

Composed  
Generated  
Formulated  
Produced

### **Discipled**

Guided  
Mentored  
Shepherded  
Taught

### **Delegated**

Appointed  
Assigned  
Deputized  
Nominated

### **Designed**

Arranged  
Created  
Planned

### **Developed**

Created  
Expanded  
Planned  
Enhanced  
Deepened  
Heightened

### **Established**

Constituted  
Created  
Instituted

### **Estimated**

Appraised  
Approximated  
Assessed

### **Evangelized**

Proclaimed  
Witnessed to

### **Evaluated**

Appraised  
Assessed  
Identified  
Classified

### **Expanded**

Developed  
Elaborated  
Increased

### **Financed**

Backed  
Balanced  
Subsidized

### **Fostered**

Cultivated  
Encouraged  
Promoted

### **Graded**

Edited  
Modified  
Revised

### **Implemented**

Completed  
Fulfilled  
Performed

### **Increased**

Expanded  
Improved  
Heightened  
Raised

### **Initiated**

Commenced  
Introduced  
Launched

### **Integrated**

Coordinated  
Incorporated

### **Led**

Conducted  
Directed  
Engaged  
Guided

### **Maintained**

Provided  
Supported  
Sustained

### **Managed**

Achieved  
Conducted  
Directed

### **Motivated**

Ambitious  
Inspired  
Driven  
Focused

### **Ministered to**

Attended to  
Cared for  
Counseled  
Discipled  
Taught  
Shepherded

**Originated**

Derived  
Issued  
Started

**Oversaw**

Overlook  
Supervised  
Surveyed

**Participated**

Cooperated  
Engaged

**Planned**

Designed  
Devised  
Organized

**Presented**

Addressed  
Directed  
Offered

**Programmed**

Arranged  
Formulated  
Registered  
Scheduled

**Provided**

Delivered  
Offered  
Supplied  
Transferred

**Recruited**

Engaged  
Enlisted  
Initiated

**Represented**

Offered  
Presented

**Researched**

Examined  
Investigated  
Probed  
Studied

**Revised**

Redrafted  
Restyled  
Rewrote  
Studied  
Examined  
Inspected  
Surveyed

**Sponsored**

Aided  
Assisted  
Led

**Spoke**

Articulated  
Communicated  
Discoursed  
Preached  
Presented

**Supported**

Promoted  
Sustained

**Surpassed**

Exceeded  
Excelled

**Taught**

Illustrated  
Instructed  
Trained

**Updated**

Refreshed  
Renewed

**Used**

Applied  
Employed  
Utilized

**Visited**

Called on  
Shepherded

**Won**

Accomplished  
Achieved  
Attained  
Led to

**Worked**

Handled  
Operated  
Performed

**Wrote**

Composed  
Formulated

# Charlie Smith

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## **Ministry Skills Profile:**

Practical ministry skills and academic training in:

- Expository Bible teaching
- Interpersonal communication and conflict resolution
- Crisis counseling
- Personal integrity and accountability
- Creative and analytical approach to problem solving
- Team leadership experience

## **Ministry Experience:**

### **Part-time Student Minister**

**August 2013-Present**

*Webb City Christian Church*

Webb City, MO

- Research and develop weekly Bible study plans applicable for junior high and high school age students, which have resulted in three baptisms.
- Deliver engaging messages weekly to present the Gospel, which has led the student ministry from 15 to 30 students.
- Disciple the Young Leadership team of four high school seniors who assist in small group mentoring.
- Recruit and train 3-6 student ministry sponsors twice a year.
- Prepare and preach sermons to a congregation of 80 people four times annually.

### **Resident Assistant**

**August 2014-Present**

*Strong Hall, Ozark Christian College*

Joplin, MO

- Sustain the direction and authority of our residence director by enforcing guidelines.
- Generate an encouraging community through relationships, accountability, and dorm-wide events.
- Organize and co-lead devotions each week for 35 men on the floor.

### **Ministry Intern**

**May 2013-August 2013**

*First Christian Church*

Houston, TX

- Participated on a team of five interns to successfully coordinate, oversee, and facilitate annual children's camp of approximately 150 kids.
- Developed summer programming consistent with the vision and mission of the church.
- Provided multiple opportunities for church members to mature spiritually through active discipleship.
- Planned bi-monthly events for the young adult's ministry to effectively engage and reach over 50 adults with the Gospel.

**Volunteer Small Group Leader****September 2012-May 2013***College Heights Christian Church*

Joplin, MO

- Mentored a group of eight boys in the 7<sup>th</sup> grade by holding them accountable in their walk of faith.
- Guided reflective discussion on Wednesday evenings to ensure students grasped truth from the Bible lessons.
- Spent quality time with each student outside of church events to grow trusting and authentic relationships.
- Discipled by way of example and sharing of my personal testimony.

**Mission Trip****July 2011***Global R.E.S.T. (Missionary Care)*

North Africa

- Assisted in the operation of a retreat to Renew, Encourage, Strengthen, and Teach missionaries on the field of North Africa.
- Served the missionaries by providing childcare during their retreat sessions to allow them focus and rest.

**Education:****Bachelor of Arts in Christian Ministry****Anticipated May 2015***Ozark Christian College*

Joplin, MO

- Majoring in Student Ministry
- Current GPA 3.67
- Current RA of my dorm floor of 28 men
- Involvement: freshman life group leader for two years, Kenosis Representative for one year, volunteered for several on campus events

**Professional Experience:****Shift Supervisor****August 2010-July 2012***Woody's Smokehouse*

Joplin, MO

- Exceeded customers' expectations in delivering quality service in an efficient manner.
- Awarded "Employee of the Month" for excellent sales and service, twice.
- Oversaw the opening operations of the store ensuring proper preparation for food service.

**Volunteer Experience:**

Contributed over 300 hours for the following organizations:

- **Teen Crisis Line**, Joplin, MO August 2012-May 2013
- **Watered Gardens**, Joplin, MO August 2011-May 2012
- **Habitat for Humanity**, Joplin, MO August 2011-December 2011

*References upon request.*

**Marie Jones**

1111 North Main Street, Joplin, MO 64801  
Cell: 417-123-1234 Email: jones.marie@my.occ.edu  
LinkedIn: www.linkedin.com/mariejones

**Quick Glance of Ministry Skills**

Event Coordination  
Volunteer Management  
Process Mapping

Website Content Maintenance  
Research & Writing Skills  
Grading & Student Advising

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**MINISTRY EXPERIENCE**

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**Ministry Center Admin. Asst., Ozark Christian College, Joplin, MO** **June 2013-present**

- Trusted with leading major components of the Ministry Center including service, internships, and ministry placement.
- Organize annual Community Volunteer Exposition which hosts 70+ booths with over 500 attendees.
- Oversee communication of assignments and expectations of 20-40+ interns, site mentors, and professors throughout each semester and summer.
- Collaborated material to create current Internship Handbook used to successfully guide students during their internship experience.
- Researched for and created the Ministry Center's groundbreaking Ministry Placement Resource Manual used to guide students in ministry placement upon graduation.

**Events Student Asst., Ozark Christian College, Joplin, MO** **February 2011-May 2013**

- Managed a team of 40+ volunteers for seven annual events to ensure smooth event operations.
- Trusted to handle registration money during annual conference of 800+ attendees.
- Operated Ozark's Ministry Job Openings & Internships webpage.
- Prepared exhibit displays bimonthly for traveling staff and faculty.

**Camp Teams, Ozark Christian College, Joplin, MO** **June-August 2010**

- Assisted in the operation and efforts of eight weeks of church camp with three teammates.
- Worked with flexibility under the direction of a different dean each week fulfilling the role he/she specifically assigned.
- Portrayed leadership in several different vicinities of ministry, including small groups, discipleship, game/recreation time, speaking, and cabin housing.
- Prepared and taught biblical lessons and devotionals according to the week's theme.
- Represented and recruited for Ozark Christian College each week by way of conversation, behavior, and a formal presentation.
- Selected and awarded an OCC scholarship each week to two campers after discerning through prayer and counsel with the rest of the team.
- Managed the OCC display and t-shirt sales each week.

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## EDUCATION

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**Bachelor of Arts in Christian Ministry**, Ozark Christian College

- **Children's Ministry Major** (anticipated graduation in May 2016)
- **Psychology & Counseling Major, GPA 3.67** (2013)
  - Volunteered for campus events
  - Member of the choir and production of "The Living Christmas Tree"
  - Life Group leader

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## VOLUNTEER EXPERIENCE

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**Childcare Worker**, Carterville Christian Church, Carterville, MO **2010-present**

- Co-lead the 5<sup>th</sup> grade girls small group of 8-12 girls on Wednesday nights
- Part of the Sunday morning two-year-olds teaching team
  - Prepare activities complimentary to the weekly Bible lesson, including crafts, games, songs, and lesson review for 10-15 kids

**Mentor**, PALs Program **2009-2011**

- Spent 1-2 hours a week with a junior high girl to mentor her and spend quality time together.

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## ADDITIONAL WORK EXPERIENCE

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**Childcare Worker**, Mercy Discovery Center **2009-2010**

**Lifeguard & Swim Teacher**, Linn City Pool **2005-2009**

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## ADDITIONAL INFORMATION

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**Married to Carl Jones** **May 26, 2013**

- Behavioral Health Technician at Family Care, Joplin, MO
- Current student at Pittsburg State University, Pittsburg, KS, studying Environmental Science (anticipated graduation: May 2015)
- Graduate of Central Christian College of the Bible, Moberly, MO
- Actively involved in church worship band and participates in Life Groups

*References upon request.*

## Cheyenne Michaels

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**Ministry Skills:**

- Discipleship-driven.
- Team leadership experience.
- Innovative and hard worker.
- Personal integrity and honesty.
- Perceptive.
- Rational and practical.

**Ministry Experience:**

**Student Assistant to the Ministry Center**

Ozark Christian College, Joplin, Missouri

*November 2014 – Current*

- Develop intentional relationships with students and the community to strategically connect them to meet service needs.
- Assist in the implementation of a new service leadership program to improve awareness and participation of Christian service needs to the student body.
- Utilize the leadership program to establish a more effective servant-filled culture on campus and in the community.
- Connect and communicate with various ministries, organizations, churches, and individuals to post and upkeep their ministry job openings on Ozark Christian College's website.

**College Age Staff**

College Heights Christian Church, Joplin, Missouri

*December 2014 – Current*

- Responsible for communicating with Community Group student leaders and host families about events, prayer requests, and different development within the College Age Ministry and within Community Groups.
- Visit different Community Groups to evaluate what works and what doesn't in order to make the positive changes to Community Groups.
- Keep a relationship with student leaders, host families, and students in the group, in order to know the groups well enough to place new students within them.
- Direct and help implement the changes being made to the Community Groups in College Age Ministry.

**Middle School Small Group Leader**

College Heights Christian Church, Joplin, Missouri

*September 2013 – Current*

- Co-lead discussion of 6-8 girls every week, to deepen their relationship with Christ, a good discipleship relationship with myself, and as part of their social and spiritual maturing process.
- Disciple girls outside of youth group through a monthly service project that varies every month and hang-out time.
- Sing on rotation in the worship band for youth group.

**Camp Counselor**

Camp War Eagle, Rogers, Arkansas

*May 2014 – August 2014*

- Oversaw different age groups in cabin and led nightly devotionals for 10 weeks.
- Taught various classes for the camp of 525+ campers including: cooking, fishing, various craft activities, etc.
- Spent time on the camp's maintenance team, cleaning bathhouses, cabins, and maintained different recreational locations.
- Put in different aspects of leadership at camp; was chosen to be the campus representative for Camp War Eagle to my college.

**Professional Experience:****Sales Rep. (Sales Associate)**

Pacific Sunwear (PacSun), St. Louis, Missouri

*July 2011 – July 2013*

- Trusted to handle money and customers at the register.
- Achieved top 50 sales associate in the company.
- Maintained upkeep of the store, i.e. folding clothes, wiping off counters, and front windows, mopping floors, etc.

**Education:****Bachelor of Arts in Christian Formation**

Ozark Christian College, Joplin, Missouri

- Currently attending, projected date of graduation is 2018.
- Current GPA 3.7.

**Personal Information:**

- From St. Louis, Missouri.
- Love to just be with people, especially friends.
- Love to go hiking and hammock.
- Learning to play the ukulele and guitar.
- Enjoy friendly competition like sports and games.

**References:**

- References are available on request.

# Felipe Munoz

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Facebook: /munoz.felipe | Twitter: @munozfelipe

## Key Skills

- Music composition
- Harmonizing
- Guitar & piano
- Tenor/baritone vocals
- Worship band leader
- Scripture application
- Sound board/tech

## Education

### Ozark Christian College

Bachelor of Music/Worship, 2015

- Five credit hours of applied voice, guitar, and piano
- Lead two chapel worship services for 700+ people

### Missouri Southern State University

Attended 2010-2011

- General education courses
- Communication courses
- Koinonia Christian Campus Ministry

## Employment History

### Mabee Student Center Supervisor

Ozark Christian College,  
September 2011-Current

### Sales Associate

Academy Sports Outdoors,  
August 2010-December 2012

## Personal Information

### Hobbies

- Traveling & photography
- Teaching basic Spanish skills
- Reading fiction

## Ministry Experience

### Children's Worship Leader February 2014-Current

Fairview Christian Church Carthage, MO

- Organize the children's weekly worship set alongside the Creative Arts Team using Planning Center Services.
- Lead Sunday morning worship for 30-40 kids through music, Scriptural reading, and interpretation.
- Create monthly worship activities to teach and inspire children about expressions of worship beyond music.
- Participate in the bi-monthly leadership prayer group to pray over the elders, ministers, congregation, and discipleship of FCC.
- Recruited and trained current team of 10 musicians.

### Song Leader September-December 2013

Spring River Christian Village Joplin, MO

- Selected hymns to lead music during weekly chapel service.
- Encouraged song requests each week to develop community rapport.
- Played piano during communion and accompanied occasional special music.
- Prayed and fellowshiped after services to build relationships with the residents.
- Wrote and preached encouraging sermons once a month to offer relevant teaching to an elderly and spiritually mature audience.

### Guitarist & Keyboardist August 2010-May 2013

Villa Heights Christian Church Joplin, MO

- Played guitar or keyboard as a dependable member of the worship team rotation.
- Shared band practice devotional once a month to prepare hearts for worship.
- Trusted to lead the congregation 4-5 times annually during the worship minister's absence.

## PREPARE: Writing Your Cover Letter

### What's the difference between a cover letter and a resume?

The cover letter is your personalized marketing piece; the resume provides the facts to support your letter. It is your opportunity to add some passion and energy to the impersonal application process and expands on how you can personally impact their ministry. It also gets them excited to meet you and learn more.

### 13 Pointers for Cover Letters<sup>9</sup>

- 1. Send a cover letter only if instructed to.**  
Many places won't want a cover letter. Save your time and only write one if asked to.
- 2. Resemble your resume.**  
Have a heading to your cover letter that is the same as your resume.
- 3. Address with a name.**  
Know who you're writing to so you don't have to say "To Whom it May Concern."
- 4. Personalize it.**  
Your cover letter is the personality to your resume.
- 5. Name drop.**  
Know someone they know? Mention your connections to them or the ministry.
- 6. Direct attention to your experience.**  
Avoid just listing facts. Share life experiences.
- 7. Show that you did your research.**  
Explain your motivation to work in this specific ministry/organization. Mention your agreement with their mission statement. You may even make a comment about the make-up of their congregation and/or the local area.
- 8. Demonstrate how you are their job description in the flesh.**  
Be familiar with their job description and prove it in your cover letter. State how you are an excellent candidate for this position.
- 9. Explain how you are qualified.**  
Maybe you don't meet every qualification. That's okay. Be willing to address that and confidently present yourself as a worthy applicant. What do you bring to the ministry that will benefit them?
- 10. Ask for an interview.**  
Initiate further communication. Tell them your interest in an interview and your follow up plan.
- 11. Keep it to a page or less.**  
Concentrate on the essentials of what you want to communicate.
- 12. Write conversationally.**  
You want your letter to be personal and feel conversational, but it's still a professional letter.
- 13. Edit.**

**The cover letter is your  
personalized marketing piece...**

## Basic Cover Letter Outline

Your name, address, email, phone (same format as your resume).

Today's date

Employer's Name  
Church/Organization  
Address  
City, ST Zip

Dear Employer's Name,

In the **introductory paragraph**, tell how you heard about the open position, express what initially caught your attention, and why you are interested in the position and ministry. *"I was intrigued by your request..."*

In the **content paragraph(s)**, share how you specifically meet their qualifications. You may also briefly share your philosophy of ministry and how it applies to the context of the position. Share why you fit not only the ministry job description, but why you want to be a part of their specific mission, and how you see yourself thriving in the local community. *"This is who I am and why I'll be successful in this particular ministry..."* Be creative and let your personality shine through.

In the **closing paragraph**, confidently address any qualifications you don't meet and why you are still a worthy applicant. *"I believe my skills are adequate for this position..."* Thank them for their time and ask for the interview. State that you'll be in contact if you don't hear from them within a week to ten days. Do not mention this if they have been clear about how they'll contact you.

Sincerely,  
(Signature)

Typed Name  
Enclosure

## Examples

Below you will find an example job description with a cover letter following written in response to the job description. Also provided is a second separate cover letter example.

*Maple Drive Christian Church, Tallahassee, FL (Family Life Minister)*

### **Job Description:**

Maple Drive Christian Church, a growing faith family in Tallahassee, the state capital of Florida, is anticipating the blessing of welcoming to their staff a Family Life Minister. This addition to our family will be expected to administer our Youth Programs by mentoring, leading, and encouraging those members currently volunteering in those areas. In addition to the traditional responsibilities of a Youth Pastor, this person will also be involved in other ministry opportunities such as preaching, evangelism, and church development. Tallahassee offers a wide range of cultural opportunities centered around the arts, history, and outdoor recreation. Home to National Champions Florida State Seminoles and another major university, Florida Agriculture & Mechanical University (FAMU), as well as a top-rated junior college, Tallahassee Community College, the area affords multiple opportunities to witness to people of all ages and backgrounds. It is only a short drive away to beautiful state beaches and parks, with pleasant weather almost year-round.

### **Application Requirements:**

This position of Family Life Minister is a full-time position, available immediately. The candidate will need to hold a minimum of a bachelor's degree in pastoral studies and/or Christian ministry, with 3-5 years of experience. We are looking for a candidate with a passion for bringing the lost to Jesus, and enough maturity to relate to all age groups, with experience in dealing with the traditional as well as the non-traditional family unit as they relate to the challenges of living in the world today.

### **From website:**

Welcome! We're grateful that you have been led to the Maple Drive Christian Church website! You may have already experienced the family fellowship and love that we richly enjoy. We at Maple Drive believe that in this difficult world in which we live, there is still good news. This good news is that God is still personally involved in mankind. The Bible is still His inspired Word that gives us direction for our lives, and that the resurrected Christ still lives today. We invite you to come and experience love and direction that awaits you in our exciting fellowship!

# Charlie Smith

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1111 North Main Street, Joplin, MO 64801 | 417.123.4567 | smith.charlie@my.occ.edu

June 15, 2015

Carter Brown  
Maple Christian Church  
7000 Maple Drive  
Tallahassee, FL 32308

Dear Mr. Brown,

I was intrigued by your ministry request for a Family Life Minister and the uniqueness of this position. Ever since I began serving with youth, I've found the most genuine discipleship happened when the volunteers were invested in and had a healthy mentorship as well. I appreciate that you are taking this approach in your ministry search.

Your belief statement speaks with such action and relevance. God is alive and His Word is *still* teaching us today. In our changing world, God's love and truth is what remains constant and has the ability to teach and reach the lost year after year. Your church's mission reflects this, and I would like to be a part of it.

I believe that I possess the skills to effectively fulfill the responsibilities of a youth pastor along with outreach. I am experienced with discipling youth and have a deep passion to connect them to Christ and the Church. God has given me a heart not only for the generation of youth, but also for diversity. Having served as the youth minister of a culturally diverse congregation, I have great interest in areas like Tallahassee.

I have worked for four years in part-time youth ministry throughout my college career, along with being a volunteer at the Boys and Girls Club. I recall your requirements seeking an applicant that has 3-5 years of experience in the field. I feel confident in my ministry experience to obtain a position such as the Family Life Minister at Maple Drive Christian Church.

I greatly appreciate your time in reading my letter, and I hope to receive much consideration. I look forward to a possible interview in which I can become more familiar with you and your ministry. Feel free to contact me at the phone or addresses listed above. May you have God's direction during this hiring process.

Sincerely,  
(Signature)

Charlie Smith  
Enclosure

Fran A. Scholar  
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July 4, 2015

Mr. Howard Hahn, Chairman  
Minister to Students Search Committee  
Mountain Hill Christian Church  
2000 Cardinal Pike  
Paris, AL 36866

Dear Mr. Hahn:

I am writing in reference to the Minister to Students position announcement that was posted in the *Alabama Christian* newspaper. As I read the position description I was struck by the exciting and challenging nature of this ministry opportunity. I am enclosing a copy of my resume for your consideration as a candidate for the position.

Since my sophomore year of college, I have felt God's clear calling to minister to youth. Through volunteer ministry, two years of service as a student ministry intern, and the past three years of serving as Minister to Youth at Journey Christian Church, my calling has been confirmed and strengthened. I have a passion to share with young people the good news of God's love for them, and to help nurture their spiritual development. The year of service I spent as a campus ministry intern also awakened within me a desire to minister to the spiritual needs of college students.

I hope the enclosed resume will be helpful as you evaluate my qualifications as a candidate. If you should need any additional information, I would be very glad to provide it. I would be delighted to speak with you in person about this position, if you feel so led. Feel free to contact me at the phone number or addresses listed above. I appreciate your time and consideration. Please know of my prayers for your committee and your church as you seek the Lord's person to serve as your next Minister to Students.

Sincerely,  
(Signature)

Fran Scholar

# PREPARE: Choosing Your References

## 10 Reference Tips<sup>11</sup>

1. Provide a variety of contacts, such as a past supervisor, co-worker, professor, minister, etc. (no family members).
2. Contact all of your references beforehand to reconnect and ask their permission.
3. Discuss with them what they will say about you—positive and negative comments.
4. Make sure you have your references' up-to-date contact information, including physical address, phone number, and email.
5. Ask your references the best time to call them.
6. Keep your references updated on the positions you are applying for, give them a copy of your resume, and let them know they should anticipate being contacted.
7. The header on your reference list and text should match your resume and cover letter's font and format.
8. List your reference's name, ministry/organization/company, title, phone number, and email address.
9. Include with resume only if instructed, otherwise wait to provide references as a follow up or at interview.
10. Choose your references wisely. Hiring personnel will ask references about:
  - a. Your past job duties
  - b. Your strengths and weaknesses
  - c. Confirmation of your job title and time frame you worked with them
  - d. Your accomplishments
  - e. Your ministry specific ministry skills
  - f. If you have any integrity issues
  - g. If there is anything they should know about you

**Most places will ask you to provide 3-4 references, but you may have more ready just in case.**

## References

### **James Hunter**

Webb City Christian Church, Senior Minister  
123 Main Street  
Webb City, MO 64870  
417-123-4567  
jhunter@yahoo.com

I currently serve under James as the part-time youth minister at Webb City Christian Church. James can best be contacted Monday-Friday, 9:00 a.m.-12:00 p.m. and 6:30-8:00 p.m.

### **Julia Matthews**

First Christian Church, Children's Minister  
578 North Lane  
Houston, TX 77001  
713-987-6543  
julia-matthews@fchouston.org

Julia was my site mentor during my summer internship. Julia can best be contacted Monday-Friday, 8:00 a.m.-3:00 p.m.

### **Dr. Chris Page**

Ozark Christian College, New Testament Professor  
1111 North Main Street  
Joplin, MO 64801  
417-626-1234, ext. 9999  
page.chris@occ.edu

Dr. Page was my professor for three classes at Ozark Christian College. He has become a trusted mentor in my life. Dr. Page can best be contacted Monday, 8:30 a.m.-5:00 p.m.; Wednesday-Saturday, 2:00-7:00 p.m.

## PREPARE: Writing your Curriculum Vitae (CV)

A curriculum vitae (CV or vita) is mainly used when one is pursuing an academic job or when applying for a Master's program. The curriculum vitae is a living document; therefore, it ought to be updated frequently.<sup>12</sup>

### Q&A<sup>13</sup>

#### **How is a curriculum vitae different from a resume?**

The CV *only* changes as your accomplishments grow. It is not a document that needs to be tweaked for different positions in the way a resume is. Rather, according to UNC Writing Center, the CV's a "fairly detailed overview of your life's accomplishments, especially those most relevant to the realm of academia."<sup>14</sup>

Additionally, another difference between CVs and resumes is length. CVs often run to three or more pages, whereas as resumes have "the 2-page" rule.

#### **Is there a standard curriculum vitae format?**

There is not official format. However, it is important to remember that a good CV is one that highlights the points that are considered to be most important within your field.

#### **How should I organize my CV?**

Make sure to present your education and achievements in a clear, succinct, and organized manner. Use headings and consider their order since what comes first will receive more emphasis.

**"The terms curriculum and vitae are derived from Latin and mean "courses of my life". In industry, both in and outside of the US, the term CV and resume may be used interchangeably. Identify your audience and understand which document they are requesting."<sup>15</sup>**