

Palm Beach Atlantic University

# Resume Guide & Resume Gallery for M. Div. Students

Brought to you by The Office of Career Development

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## Resume Myths

**Myth:** Someone is reading your resume and spending minutes pouring over it.

**Truth:** **50% of resumes submitted for jobs are never read.** By anyone. Ever. It may be an ATS (applicant tracking system) reading your resume. That means a computer software program is scanning your resume looking for key words. If a person does read your resume, they will spend 6 seconds reading it. Yes, you read that correctly, **6 seconds**.

**Myth:** You should not include volunteer experiences.

**Truth:** If you have relevant skills to the position you are applying for, then yes, list them as experience. Experience is experience whether you were paid for it or not. Think of stay at home mothers. They are basically the CEO, CFO and COO of their families. Those are relevant skills if applying for management positions. So don't shortchange yourself.

**Myth:** If you are a strong candidate, you don't need a great resume.

**Truth:** You have 6 seconds to impress the recruiter. Your resume needs to shine. If it doesn't, expect it to end up in the trash.

**Myth:** Companies won't hire Jen, Matt, or Jess.

**Truth:** Using your full name isn't what gets you an interview; having a stellar resume does.

**Myth:** Recruiters care about the courses you took in school.

**Truth:** Nope! They may care about your major, but generally most undergraduate and graduate programs (for any given major) take the same basic classes.

**Myth:** Showing personality on your resume is a bad thing.

**Truth:** Well, that depends on how you want to show it. Using fancy and colorful font is one way that will keep you filed in the garbage. Including personal information (marital status, age, etc) also not a good idea. However, in an activities/interests section including something like "Interests include gluten free baking and line dancing," or "James Bond fan" are tastefully appropriate and make for great conversation starters.

**Myth:** Using a resume template is okay.

**Truth:** A recruiter can spot a template a mile away. Not only are they wonky to format, they are not well liked. Cookie cutter resumes don't allow you to highlight effectively the parts of your resume that are really important. Also, they often come out looking much different than you anticipate.

**Myth:** I only need 1 resume.

**Truth:** Sorry, but you will change your resume for every position that you apply for. It is important to key word optimize for the positions you are applying for, and the key words are different for each position.

## Career Development Top Tips

1. Write a **professional profile** not an objective statement. Google it or look at examples in our gallery. Employers don't care what you want. They care about what you have to offer and if it fits their organizational needs.
2. **Show**, don't just tell. Or think of it this way: sell it to me, don't tell it to me. You are advertising yourself and skills, not just stating facts. The difference looks like this:  
  
Telling: Solicited new business.  
  
Showing: Conducted over 150 consultative sales calls weekly, qualifying potential customers through a five question format, resulting in a 10% increase in client base.
3. If you don't have direct experience in the field, show your **transferable skills**—this could include experience gained from volunteer activities.
4. **Key Word Optimize.** It is vital to include keywords that the employer is looking for. When you read the job posting, what words do they repeat? What skills, qualities and tasks seem to be emphasized? Use them!

## Mistakes That Drive Recruiters Crazy

1. Strict reverse chronological resumes. Consider using a hybrid style (<http://www.dummies.com/how-to/content/hybrid-resume-format-combining-timelines-and-skills.html>).
2. **Burying the most important information.** Don't list a date first, list your position or employer. Or if the church asks about family, and you list that information last, it could be perceived that your family is not a priority.  
Better = **President**, Junior League of the Palm Beaches, 2014
3. **Listing your computer skills.** Only if you have advanced skills should you do this.
4. **Vague objectives.** Skip them altogether!
5. **Fancy paper, font and other gimmicky attention grabbers.** Let your work stand for itself. Skip the fluff.
6. **Writing in first person.** No personal pronouns: I, we, me, our! "I managed a team of six staff." = poor. "Managed a team of six staff." = better.
7. **Paragraphs.** Ug. They are hard to read. Use bullets instead.
8. **Sloppy resumes.** Spelling, grammar and punctuation errors. Even if your spelling is perfect, watch your punctuation. If you say you are detail oriented and yet only

randomly use periods at the end of your bullets, that tells a recruiter you don't pay attention.

9. **Writing job descriptions.** If anyone else has had your position and can write the same bullet points on her resume, then you need to re-write yours.
10. **Information older than 10 years.** Unless the experience is the only thing directly related to the position you are applying for, then don't list it. Of course if you were at the company for 20 years and the latter part of the 20 falls within the last 10 years, then list it. But we don't need your entire career history.
11. **Unverified statistics.** You can estimate your numbers (e.g. weekly worship attendance, church budget, etc.), but the numbers need to be justified and accurate.

## Ways to Make Your Ministry Resume Stand Out

1. **Proofread it!** Keep it error free.
2. **Send everything and only that was requested.** If just a resume, then do that, and not your entire portfolio of sermons. Search committees are put off by unrequested supplemental items.
3. **Showcase achievements.** Sure it may feel like bragging, but there is a way to do it that gives glory to God and not to self. God gifted you, so you glorify Him when you invest your talents.
4. **Order of your format.** The order of your headings indicates priorities. For professorship at a seminary begin with academic credentials. An applicant for pastoral ministry might begin with ministry experience.
5. **Key Word Optimize.** What is the church or ministry saying they want in the job description? Use their terms, phrases, and key words.

## Typestyle & Font

Use one that is clean and easy to read. Consider not using a standard Times New Roman, but try something like:

Tahoma	Arial	Bookman	Garamond
Verdana	Gill Sans	Century Gothic	Century Schoolbook

## Type Size

Generally size 10-12, but look at the difference font can make depending on the typestyle you choose:

9 pt Verdana  
Awarded sales person of the year.

9 pt Calibri (too small)  
Awarded sales person of the year.

12 pt Times New Roman  
Awarded sales person of the year.

12 pt Bookman Old Style (too large)  
Awarded sales person of the year.

## Resume Length

For an average job seeker, 2 pages. There may be exceptions.

## Graphics

- **Photos.** For ministry resume a high quality image of you or you and your family is acceptable. Don't use cropped pictures or ones that belong on Facebook.
- **Keep lines and bullets tasteful.** Don't use too many styles of font or bullets. The resume needs to be readable. Stick with black, no color.
- **Relevant graphics** showcasing ministry success may be appropriate.

## Resume Formats

**Reverse Chronological** – traditional style and most in our resume gallery fit this format

**Functional** – positions are listed at the bottom and functional categories list work experience regardless of what organization the skill was performed.

### PROFESSIONAL EXPERIENCE

#### MANAGEMENT AND MARKETING

- Scheduled and supervised a staff of 35 individuals while functioning as an assistant manager.
- Processed confidential employee records, salary changes, expense reports and vacation/sick reports.
- Conducted evaluations and performance appraisals and reported findings to senior management.
- Created, planned and coordinated large events, conferences and workshops with 40-50 attendees.
- Focused on expansion of company brands and development of loyal client relationships.
- Identified marketing channels and communication strategies to deliver high-impact results.
- Promoted business objectives and mission by using local and national media relations.

#### CUSTOMER SERVICE AND ADMINISTRATION

- Acknowledged for outstanding customer service while establishing strong client relationships.
- Served as right hand to lead managers of a national corporation in an administrative assistant capacity.
- Interacted with diverse group to schedule meetings and make travel arrangements for 10 executives.
- Administered payroll and maintained profit and loss statement, balance sheet and inventory.
- Consistently entrusted with large sums of money, petty cash, deposits, change orders and bank deposits.
- Proficient with multiple, company-specific database programs, Internet research and Microsoft Office: Outlook, Word, Excel and Access; used all programs daily to manage E-mail and shared calendar, distribute correspondence, produce reports, develop print media, brochures, fliers and pamphlets.

**Hybrid** – combines both reverse chronological and functional.

**2005-08, Executive Assistant, General Marketing, Inc. (GMI), Baltimore**  
**Project Management**

- Planned and implemented a highly successful “Daughters to Work” day with GMI committee members, including overall event coordination for 85 participants.
- Coordinated logistics for video conferences and offsite meetings among national GMI offices, including travel, accommodations, equipment, and presentation materials.

**Training & Communication**

- Provided confidential, executive-level support to President. Handled member and provider concerns with diplomacy, and followed through to ensure resolution.
- Trained, supervised, and motivated Administrative Assistant to Senior VP.

## Functional Resume Skill Categories

Accounting	Administration	Advertising
Analysis	Architecture	Artistic
Auditing	Bookkeeping	Career Development
Clerical	Collection	Communication
Community Affairs/Relations	Community Organizing	Computer Use
Consulting	Contract Administration	Coordination
Counseling	Curriculum Development	Client Relations
Customer Service	Data Analysis	Data Collection/Entry
Data Processing	Data Warehouse Design/Development	Database Design/Development
Design	Drafting	Editing
Education	eLearning	Engineering
Evaluation	Facilitating	Finance
Financial Research/Planning/Analysis	Forecasting	Fund Raising
Graphic Design	Group Work	Human Resources
Human Services	Information Systems	Inspecting/Instruction
Instructional Design	Interpreting	Interviewing
Interviewing/Investigation	Inventory Control	Investment
Layout	Leadership	Management
Market Research	Marketing	Materials Handling
Media Productions	Media Relations	Mediation
Medical Service	Merchandising	Negotiation
Network Design/Development/Administration	Nursing	Office Support
Office/Clerical	OLAP Design/Development	Operations Analysis
Organization	Org Development Planning	Personnel
Planning	Political/Public Action	Presentation
Printing	Problem Solving	Product Development
Product Presentation/Demonstration	Production	Program Analysis/Development
Program Development	Program Evaluation	Program Planning
Program Promotion	Promotion	Public Relations
Publicity	Purchasing	Office Assistant/Manager
Quality Control/Assurance	Record Keeping	Reporting
Research	Resource Development	Retailing
Sales	Scheduling	Social Work
Special Events Planning	Staff Development	Supervision
Systems Analysis/Design	Systems and Procedures	Teaching
Team Building	Testing	Training
Volunteer Management	Writing	Youth Counseling

## Transferable Skills

If you are changing industries or fields and do not have direct paid work experience you will want to **show** transferable skills. These are skills you developed in one situation that you can take with you into another, even if the two situations are entirely different. These may be skills you developed through volunteer experiences. It is important to showcase these skills if they are relevant to the positions you are applying for.

**COMMUNICATION:** the skillful expression, transmission and interpretation of knowledge and ideas.

- Speaking effectively
- Writing concisely
- Listening attentively
- Expressing ideas
- Facilitating group discussion
- Providing appropriate feedback
- Tactful
- Insightful
- Negotiating
- Perceiving nonverbal messages
- Persuading
- Reporting information
- Describing feelings
- Interviewing
- Editing
- Sensitive

**RESEARCH AND PLANNING:** the search for specific knowledge and the ability to conceptualize future needs and solutions for meeting those needs.

- Forecasting, predicting
- Creating ideas
- Identifying problems
- Imagining alternatives
- Identifying resources
- Gathering information
- Solving problems
- Setting goals
- Extracting important information
- Defining needs
- Analyzing
- Developing evaluation strategies

**HUMAN RELATIONS:** the use of interpersonal skills for resolving conflict, relating to and helping people.

- Developing rapport
- Being Sensitive
- Listening
- Conveying feelings
- Providing support for others
- Motivating
- Sharing credit
- Anticipate needs
- High energy
- Counseling
- Cooperating
- Delegating with respect
- Representing others
- Perceiving feelings, situations
- Asserting

**ORGANIZATION, MANAGEMENT AND LEADERSHIP:** the ability to supervise, direct and guide individuals and groups in the completion of tasks and fulfillment of goals.

- Initiating new ideas
- Handling details
- Coordinating tasks
- Managing groups
- Delegating responsibility
- Teaching
- Managing conflict
- Coaching
- Counseling
- Promoting change
- Selling ideas or products
- Decision making with others
- Project management

**WORK SURVIVAL:** the day-to-day skills that assist in promoting effective production and work satisfaction.

- Implementing decisions
- Cooperating
- Enforcing policies
- Being punctual
- Managing time
- Attending to detail
- Meeting goals
- Enlisting help
- Accepting responsibility
- Setting and meeting deadlines
- Organizing
- Making decisions

**FINANCE:** the ability to work with data, numbers and customers regarding financial products and services

- Product knowledge
- Targeted goals & deadlines
- Accuracy
- Audit records
- Investigate
- Balance money
- Calculate, compute
- Good communicator
- Analyzing data
- Attention to detail
- Focused

**LEADERSHIP:**

- Decisive
- Arrange & execute events
- Direct projects
- Audit records
- Negotiate
- Persuade
- Influence
- Get results
- Lead teams
- Mediate problems
- Take risks
- Run meetings
- Delegate

**CREATIVE / ARTISTIC:**

- Create
- Music appreciation
- Expressive
- Write
- Play instrument
- Draw, sketch, paint
- Design
- Dance, body movement
- Perform Act

## Key Word Optimize

In order for your resume to be picked up by **Applicant Tracking Systems** you must use key words and phrases in your resume. As you edit the resume for each job you apply, I recommend saving each version. I provided instructions/recommendations for doing so at the end of the email. Be sure to save each new version as a PDF as well, and use the PDF to upload to sites - this will preserve formatting. Below are the areas you can edit to adjust for each job description:

### Job Titles:

Directly under your name/contact details are a series of three job titles (Project Manager, Revenue Manager, Analyst). Type in the title listed on the job posting, editing out one of the other titles. Adjust the titles as necessary for each position you apply for.

### Branding/Profile Statement:

This is the short paragraph on the 1st page beneath your name/contact details. You may edit words/phrases and sentences to address what each job posting is looking for. So for example if the job posting specifically states a number of times they want someone to give presentations, then you add a sentence that says, "Adept at designing and giving presentations . . . ."

### Professional Highlights:

Re-order according to importance and add/edit if there are things a job posting specifically states it wants. So if the company is seeking a top sales earner, the first few bullets should address sales success not presentations.

### Knowledge & Skills:

Trade out items within this three column section based on key words within the job posting. If management experience is highlighted over analyzing skills, emphasize that in this section. Use their wording: eg. job posting says Detail Oriented not Detailed, then use the term Detail Oriented.

### Professional Experience:

Re-order bullets according to what is important on the job posting. Adjust wording if necessary to meet the key words. It may be a matter of re-phrasing statements. If a posting states it wants someone who uses a "consultative sales approach" then a statement like "Sold \$1,500 in optional services per month" becomes "Sold \$1,500 in optional services per month using a consultative sales approach."

Each time you adjust your resume I suggest re-naming it. The formula I use for saving new

versions of the resume is this:

My Name Resume Employer (e.g. Jennifer Fonseca Resume Carnival)

If you apply for more than one position with a company you may also want to list the an abbreviation for the Job Title. This way you are able to refer back to that specific resume when you are called for an interview. Remember to save it as both a Word doc and PDF.

## Profile Statements

A profile statement is generally used at the beginning of a resume for an individual with several years of experience. It is located just below one's name and contact details. It is a short paragraph—3 to 5 sentences that state the skills you bring to the table. Often it lists how many years of experience one has in a given field. Other things often put in a profile statement might be areas of expertise, management or leadership style, top skills. See the resume gallery for examples.

### SUMMARY

More than 5 years' successful experience in customer service and support with recognized strengths in problem-solving, troubleshooting and planning/implementing proactive procedures and systems. Excellent working knowledge of Microsoft Excel, PowerPoint and Windows. Ability to train, motivate, and supervise employees. Self-sufficient, driven, and consistently looking for ways to improve processes. Keen ability to manage in critical & highly charged situations.

## 26 Powerful Resume Phrases for Profile Statements

1. **Able to bring productive energy**, accuracy and enthusiasm to both individual and group projects
2. **Friendly, positive disposition**, able to converse with a pleasant and uplifting attitude
3. **Persuasive demeanor**, skilled at influencing the opinions & ideas of others and eventually convincing them to try or purchase a product or service
4. **Effective contributor**—capable of voicing opinions about ideas/projects and giving valuable input when needed
5. Always **looking to work beyond** any expectations and deliver exceptional results
6. **Experienced at taking overwhelming, confusing situations** and creating organization, efficiency and productivity
7. **Effective manager**—skilled at accomplishing projects by wisely delegating portions of workflow to those best able to complete certain tasks
8. **Effective counselor/consultant**—able to pinpoint needs of prospects/clients and give beneficial advice when needed
9. **Quick and enthusiastic study**—enjoy learning new skills and technology
10. **Conveniently flexible**—can easily adapt to any changes that may occur within an organization
11. **Effective communicator**—able to clearly relay information, both verbally and in writing
12. Able to analyze a problem/situation, and strategically plan to achieve the best possible solutions
13. **Exceptional motivator**, adept at inspiring others to do the best job possible
14. **Highly creative**, able to think of innovative ideas and solutions

15. **Great problem-solver**, able to outline specific, most cost-effective ways to reach a solution
16. Can successfully take a **project from concept to completion**
17. **Persistent and hardworking**—always striving to meet or exceed set goals
18. Able to **prioritize** and accomplish tasks in a sensible, productive order of importance
19. **Expertise** for functioning effectively in a team environment
20. **Effective at** leading other employees/team members towards achieving specific goals
21. **Effective at** making people feel at ease and comfortable about expressing their thoughts and opinions
22. **Great listener**—able to hear what customer/client is saying and trying to communicate
23. **Skilled at handling multiple tasks smoothly and effectively**
24. **Exceptional** interpersonal skills--capable of interacting with and working with a variety of personalities
25. **Strong work ethic**—always focused on accomplishing tasks/projects as smoothly & effectively as possible
26. **Bonus:** Strong sense of loyalty and commitment

## Professional Highlights

Some resumes use a bulleted list of achievements throughout one's career history. These are generally things like earning significant awards, being named top associate, increasing gross revenues by large sums. You get the idea. This allows an individual to put up top, front and center his/her top achievements instead of burying them below in a sea of bullets. For example:

### Professional Achievements

- Developed and implemented training for new policies, procedures and best practices for military student recruitment, resulting in a 10% enrollment increase for the Fall A 2014 session.
- TEACH Award recipient for exceeding region's performance metrics and outstanding colleague support and development for 3 years in a row within my 5 year career at DeVry University.
- Selected within six months of employment to be part of several specialty teams at DeVry including military specialty teams and engineering specialty teams.
- Implemented a process improvement methodology at Bisk Education focused on student retention resulting in a 15% retention increase for the location.

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### KEY ACHIEVEMENTS & AWARDS

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- Recipient of 2011 CEO WOW! Leadership Award, ranking the top manager in state of Florida.
- Earned prestigious WOW! Star each quarter of 2011, ranking in top 5% of managers. These are highly coveted and qualify winners for additional incentives for continued exemplary work/customer service (TD Bank).
- Led store to #1 out of 1,700 branches in the entire company (TD Bank).
- Top Gun Performer, exceeding loan volume by 365% and deposit growth by 125% of goal. (Wachovia).
- #1 regional manager out of seven regional managers in West Palm Beach market (Wachovia Bank).
- Promoted to greater positions and solicited by industry leaders based upon sales performance.

## Qualifications or Summary of Qualifications

This can be a useful bulleted list for those who need to make sure that they meet particular standards or qualifications in order to be considered for a position. Items that meet this criteria might include the following:

- Ability to speak a foreign language
- Use of particular technical skills, software, hardware
- Required licensure or certifications

## Skills & Abilities | Areas of Expertise

Often resumes of experienced individuals include an easy to read section that lists single word or phrases for skills, abilities, areas of expertise, technical skills, etc. I do not recommend creating a table, as Applicant Tracking Systems (ATS) do not pick these up. You can create tabs, use columns, or use symbols to separate the words or phrases contained in this section. Below are some examples:

### AREAS OF EXPERTISE

Action Planning & Execution  
Account Management  
In-depth Troubleshooting & Problem Solving  
Software Application Support

Training Development & Delivery  
Communication – Tailored to Audience  
MS SQL 2005/2008 Documentation  
Follow through & Accountability

### Areas of Expertise include

Curriculum Development  
Performance Analysis  
Project Management  
Strategic Thinking

Adult Education  
Relationship Management  
Relationship Management  
Training & Development

Process Improvement  
Public Speaking  
Organizational Consulting  
Needs Assessments

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## CORE COMPETENCIES

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TRAINING/MENTORING • MANAGING • COMPLEX PROBLEM SOLVING • ESTABLISHING & MAINTAINING CUSTOMER RELATIONS • DEVELOPING POLICIES & PROCEDURES • CRITICAL THINKING • PROBLEM SENSITIVITY • ANALYZING DATA, INFORMATION & SYSTEMS • ORGANIZING, PLANNING, PRIORITIZING • INFORMATION ORDERING • MONITORING/ASSESSING PERFORMANCE

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## KEY QUALIFICATIONS

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FIELD TECH & TRAINING • HELP DESK MANAGER • CONFIGURATION, MAINTENANCE & TROUBLESHOOTING • TECHNICAL SUPPORT • IT PROJECT MANAGEMENT • TECHNICAL TEAM LEADERSHIP • ACCOUNT MANAGEMENT • LAN/WAN & INTERNET EDGE SOLUTIONS DESIGN & DEPLOYMENT • DNS CONFIGURATION

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## TECHNOLOGIES

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**Programing:** BASIC • COBOL • C&C++ • PASCAL • FORTRAN • VISUAL BASIC • VISUAL C & C++ • HTML • NET OBJECT FUSION • MS ACCESS • PEOPLESOFT • ORACLE • MS SQL • **OPERATING SYSTEMS:** DOS • SERVER 2003 • VISTA • XP WIN7 • NOVELL • O/S2 • MACINTOSH • SCO UNIX • **OFFICE APPS:** MS OFFICE SUITE • PAGE MAKER • ADOBE ILLUSTRATOR & PHOTOSHOP • CORELDRAW! • FREELANCE GRAPHICS • HARVARD GRAPHICS • MICROGRAFX • PAINTWORKS • VISIO • QUARKXPRESS • **REMOTE ACCESS SOFTWARE:** LAPLINK • PC ANYWHERE • PROCOMM • CROSSTALK • CARBON COPY • **INTERNET/NETWORKING:** LAN/WAN • FILE TRANSFER PROTOCOL (FTP) • HUBS • INTELLIGENT HUBS • FIREWALLS • NETWORK CABLING ROUTERS • INTERNET EXPLORER • MOSAIC • FIREFOX • OPERA • SAFARI

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## CORE COMPETENCIES

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Cognitive-Behavior  
Record Management  
Continue Care Planning

Family Systems  
Solution-Focused Brief Therapy  
Group Facilitator/Leader

Group  
Crisis Intervention  
Client Assessment/Evaluation

Types of diagnosis included the following:

Oppositional Defiant Disorder  
Adjustment Disorder  
Dysthymic Disorder  
Encopresis/Enuresis

Attention Deficit Hyperactivity Disorder (ADHD)  
Reactive Attachment Disorder  
Post Traumatic Stress Disorder  
Alcohol Abuse/Dependence

Major Depressive  
Disorder  
Bipolar II Disorder  
Bulimia Nervosa

## Bullets v Paragraphs in Your Work Experience

### Bullet Points

The best way to display your work history is with bullet points. Bullet points after each job allow you to state exactly what you achieved/performed at the job in a manner that draws your attention. Eyes tend to look directly at bullet points naturally. You also do not have to worry as much about being a good writer. Your bullet points should be written like so:

- *Increased sales by 35% within five months.*
- *Restructured sales department to improve efficiency.*
- *Implemented new sales strategy for knick knack division.*

### Paragraph descriptions

Paragraphs are not nearly as effective. Rarely do I suggest individuals use paragraphs to describe work responsibilities. Employers will spend no more than 30 seconds on a resume. It is easier on the eye to do bullet points. It also tends to bore the reader and powerful statements often get lost in the prose.

Look how the same bullet points above would appear in paragraph form:

*When I was working at ABC Sales Company Inc., I increased sales by 35% within five months and completely restructured the sales department to improve overall efficiency. I also organized division-wide changes in sales strategy.*

ZZZZZzzzzzz. Boring. Also, the longer your paragraphs are, the less likely the hiring manager is going to read them. So why do paragraphs at all?

There is some value to paragraphs, and that value occurs when you are both:

- Good at Writing
- Without Any Real Accomplishments

When your work history does not contain any impressive jobs, or you didn't work in a role that allowed you to have any real effect on the success of the company (for example, it was your job to simply check inventory or enter data – useful, but only a small role in the huge company), there are very few ways to make an effective bullet point. Instead, you may wish to go to paragraph form:

*While employed at How & Why Corp., my ability to efficiently respond to customer's needs was constantly tested. My role allowed me to practice empathy, critical thinking skills and excellent customer service.*

This paragraph makes your job sound more glamorous, and though it doesn't draw the eye toward it in the way bullet points do, it is an effective way of writing your history for these types of positions.

### **Does it Paint a Pretty Picture?**

After you write your resume, post it on your wall, take a few steps back and ask yourself the following:

- Does it look clean, professional and nice?
- Is it easy to read?
- Does it look like awkward?

By stepping back you are able to look at your resume as a whole piece. You are able to see the collection of bullets, tables and paragraphs. If it looks awkward to you, then it will look awkward to a Hiring Manager. While content trumps design, this is still an important element to consider.

Look at the below examples of bullets. Which one looks better to you?

Example 1:

- This is a short bullet.
- This is a long bullet and while the content is solid, its placement is awkward.
- This is a short bullet.

Example 2:

- This is a short bullet.
- This is a short bullet.
- This is a long bullet however, the content is solid and its placement here looks best.

## How to Write Powerful Accomplishment Based Bullets

- Write **accomplishment & achievement** based bullets—NOT job descriptions! Those are boring and likely don't show the employer what you really excel at.
- Begin with **past tense verbs** (e.g. managed, administered, created)
- No first person phrases (e.g. My responsibilities included, I preached, etc = no no)
- Showcase your **contributions** (e.g. Volunteered as interim pastor, serving congregation of 300 with 3 services a week.)
- **Show, don't tell** (e.g. Organized evangelistic outreach to community gathering over 150 Christmas gifts and distributing over 400 hot meals to families.)
- **Highlight achievements** (e.g. Selected out of 5 candidates to serve as interim pastor.)
- **Quantify**: anytime you can use a #, \$ or % do it!
- **Priority Order** them! Always list from most relevant/impressive to least.

Bullets That Tell	Bullets That Show
Filed documents.	Reorganized office filing system, including over 1,000 office files, in under 3 hours.
Valuable sales employee.	Contacted and maintained strong relationships with new customers resulting in an increase of sales by 12%
Trained employees.	Trained 19 employees in sales, customer service, and machine operation over the course of two weeks.
Planned programs.	Organized and executed 6 programs over a 4 month period covering topics such as study skills, stress reduction, and roommate relations.
(If you were Ben Carson 😊) Performed brain surgery.	Successfully performed brain surgery in 6 hours by removing a 5 centimeter tumor from the left hemisphere of a 12 year old's brain.

## Questions to Ask Yourself to Write Better Bullets

- What am I most proud about- remember that it isn't so much what you did, but how you did it. (e.g. how did you make a difference?)
- How did I do my job differently than any other?
- How was my role different from others?
- What did people recognize me for consistently?

## Personal & Doctrinal Statements

Many ministry positions will ask for a personal salvation statement, doctrinal statement, and/or about your call to ministry. The goal is to see if you are a good fit for their organization. Be honest, be brief, and be specific. Some questions you might ask yourself to guide you through this are the following:

- What do you believe about the scriptures?
- What do you believe about Jesus?
- What do you believe about baptism?
- What do you believe about the nature of man? Sin?
- What do you believe about the will of God?
- What is the role of Holy Spirit?

## Resume Gallery

The following pages contain examples and samples of resumes from students both in the program and those who have graduated from the program.

NOTE: The following items may have been changed/edited

- ✓ Font sizes have been adjusted in order to better format resumes in the gallery
- ✓ Personal information to preserve privacy
- ✓ Content of items to better show you how to write a good resume

# Your Name

Address, City, State Zip

Phone | e-mail address

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## PERSONAL INFORMATION (optional section)

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**Family:** Wife – Name (married – month, day, year)

Children – Name (born – month, day, year), Name (born – month, day, year)

**Ordination:** MM/DD/YYYY (or expected date) , church name, city, state

**Church Membership:** church name, city, state

## MINISTRY OBJECTIVE (optional section)

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*Connect this to the position for which you are applying. Here is an example:* To encourage believers toward maturity in Christ by providing a cohesive Christian Education program in a church setting.

## EDUCATION

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### Master of Divinity

Expected May 2015

Palm Beach Atlantic University, West Palm Beach, Florida

GPA: 3.8/4.0

### Bachelor of Arts in Ministry Leadership Studies

May 2009

Concentration in Student Ministries

Palm Beach Atlantic University, West Palm Beach, Florida

GPA: 3.2/4.0

## MINISTRY EXPERIENCE

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**Position,** Church, City, State

YYYY – Present

- List accomplishment statements not just a list of job descriptions.
- Planned and directed all youth programming for 75 students, grades 7-12.
- Taught weekly Sunday School and Wednesday Bible study.
- Established and developed a Youth Leadership team, mentoring 20 students one-on-one.
- Launched a Youth Missions Initiative, providing monthly opportunities for youth to serve in cross-cultural contexts.

**Position,** Church, City, State,

YYYY – YYYY

- List accomplishment statements not just a list of job descriptions.
- Show not tell.
- Be specific like the example below.
- Taught Sunday School for 10-20 middle school boys, using assigned curriculum and curriculum I created under the guidance of the Youth Pastor.

# Your Name, P.2

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## OTHER WORK EXPERIENCE

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**Resident Assistant**, Palm Beach Atlantic University, West Palm Beach, Florida, 2006 – 2007  
**Front Counter Server**, Okeechobee Chick-fil-A, West Palm Beach, Florida, 2003 – 2006

## PERSONAL STATEMENT OF SALVATION

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*This is a brief statement indicating your spiritual journey. Include things like how you came to faith in Christ and when. Here is an example.* Although I did not have the opportunity to experience the blessings of a Christian home early in my life, through acquaintance with Christian friends in high school I came to know of God's love and the salvation available to me through Jesus Christ. I accepted Him as my Savior and Lord at the age of fifteen. I was baptized at Second Baptist Church, City, State on Sunday, April 22, 2002.

## CALL TO MINISTRY

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*Another brief statement including when you sensed the call and more specifically what you are called to (youth, hospice, denomination, etc.)* During my senior year in high school I committed my life and talents He had given me to vocational service through the church. I have sought to prepare myself for such service through my college education. My ministry supervisors and many of the my faculty have affirmed by calling through their words and actions.

## DOCTRINAL BELIEF (optional)

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*This is an optional section. If applying to a denominational church, mention and affirm their statement of faith.* I agree with doctrine stated in the *Baptist Faith and Message*. A more detailed doctrinal belief statement is available upon request.

## HONORS AND ACTIVITIES (optional)

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- Activity, Organization, MM/YYYY
- Honor/Award—brief description, Awarding Organization, MM/YYY
- Don Warren Scholarship—awarded to one graduate out of 500 for outstanding leadership and service, PBA, May, 2009
- Brazil Mission Team Leader, Palm Beach Atlantic University, May 2007
- Who's Who in American Colleges and Universities, PBA, November 2006
- Impact Leadership Team Member, Palm Beach Atlantic University, 2005 – 2006

## HOBBIES AND PERSONAL INTERESTS (optional)

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*Keep this section brief.* Golf, coffee, racquetball, photography, music, woodworking, and travel.

# Your Name, P.3

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## REFERENCES

Name	Dr. John Doe, Pastor
Relationship—What it is	Relationship—Professor, Advisor
Address	Palm Beach Atlantic University
Email	1234 Main Street
Tele	City, State Zip
	234-567-8989
Dr. John Doe, Pastor	
Relationship—Pastor	Mr. Joe MacDonald
First Baptist Church	Relationship—Friend
1234 Main Street	PO Box 123
City, State Zip	City, State Zip
234-567-8989	123-123-1234
Mr. Fred Smith	
Relationship—Mentor	
PO Box 123	
City, State Zip	
123-123-1234	

# DANIEL JUDGE

1015 Upland Road, West Palm Beach, FL 33401  
(941) 726-3208 | Daniel\_Judge@Pba.edu

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## MINISTRY OBJECTIVE

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*To raise up practical disciples of Christ among college students who utilize the movements of God in their past and present to influence the futures of those around them.*

## EDUCATION

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**Master of Divinity** Expected May 2016  
Palm Beach Atlantic University, West Palm Beach, Florida

**Bachelor of Arts in Ministry Leadership Studies** May 2015  
Palm Beach Atlantic University, West Palm Beach, Florida

## MINISTRY EXPERIENCE

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### Men's Ministry Graduate Assistant

Palm Beach Atlantic University, West Palm Beach, FL 2015 – Present

- Prepared and presented Biblically based sermon and delivered to 500 new students during orientation.
- Personally disciplined and trained up two male leaders on campus.
- Assisted and oversaw 12 on-campus and 1 commuter Bible Studies.
- Co-coordinate the Overflow Mentorship Program, training, meeting, and overseeing 25 mentoring pairs.
- Proposed, developed, and managed ministry budget of \$5,000.
- Counseled male students and provided Godly resources appropriate to their struggles.

### Chapel Department Intern

Palm Beach Atlantic University, West Palm Beach, FL 2014 – Present

- Co-led a weekly men's bible study of 10-15 men.
- Spoke at 4 of the weekly chapel services to the student body.
- Presented to the Board of Trustees effective strategies for on-campus discipleship models.
- Coordinated weekly chapel services and yearly large conferences, including logistics, speakers, and musicians.

### Student Director

Shoreline Church, Palm Beach Gardens, FL 2014 – 2015

- Preached twice a week to 50 middle and high school students.
- Established and organized middle and high school services, including youth worship band,
- Facilitated leadership training for volunteers including topics such as character, commitment, conviction, and competencies.
- Organized and supervised 4 trips to conferences and 2 outreach events.

# DANIEL JUDGE

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## OTHER WORK EXPERIENCE

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**Men's Camp Counselor**, Kanakuk Christian Camps, Lampe, Missouri, 2013-2013

**Activities Supervisor**, The Breakers Palm Beach, West Palm Beach, Florida, 2013-2014

## PERSONAL STATEMENT OF SALVATION

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I was privileged to grow up in a Christian home with loving and married Christian parents. I accepted Jesus as my Lord and Savior July 2004 and was baptized that same day. However, although Christ had fully accepted me I struggled in living out my faith until fully surrendering my life and calling to Jesus in August 2011.

## CALL TO MINISTRY

---

The call to ministry for my life came soon after my salvation in 2004. Although my calling is seen in multiple facets throughout my life, over time it became clear that my specific area of ministry is raising up disciples of Christ on college campuses, and helping students to make choices and to live their lives in accordance to the teachings of Christ. I believe this discipleship is best done in a holistic manner addressing educational, spiritual, psychological and physical aspects in a believer's life, and my goal is to equip and assist them towards this.

## HONORS AND ACTIVITIES

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- Kern Family Scholarship, 2014-2016
- Bible Study Leader, Oceanview Residence Hall, 2012-2013
- Student Presenter, Board of Trustees, 2015-2016
- Student Advisor ,Association of Theological Societies accreditation, 2016,
- Inaugural Cohort Student, 3+2 Masters of Divinity accelerated program, 2016

## HOBBIES AND PERSONAL INTERESTS

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*My hobbies include backpacking, camping, hunting, fishing and enjoying the outdoors as well as reading books about Christian community and discipleship.*

# Daniel Judge

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## REFERENCES

---

**Dr. Bernard Cueto**  
**Professor & Campus Pastor**  
Palm Beach Atlantic University  
900 South Olive Avenue  
West Palm Beach FL, 33401  
Bernard\_Cueto@pba.edu  
(561) 310-8756

**Dr. Jonathan Grenz**  
**Director of the Masters of Divinity**  
Palm Beach Atlantic University  
900 South Olive Avenue  
West Palm Beach, FL, 33401  
Jonathan\_Grenz@pba.edu  
(561) 313-4864

**Kevin McManus**  
**Lead Pastor**  
Shoreline Church  
4326 Lilac Street  
Palm Beach Gardens, FL, 33410  
Kevin@shorelinechurch.tv  
(336) 817-0702

# DANIEL NABEREZHNY

6543 Emerald Dunes Dr, 987, West Palm Beach, FL 33411, Cell: 561.222.3333, daniel\_naberezhny@pba.edu

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## CAREER PROFILE

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Russian-American Christian minister with multicultural experience, skills in missionary work, church administration and coordination of international relations. Holder of bachelor's degree with honors in literature and languages, full member of the National Honor Society for Religious Studies and Theology Theta Alpha Kappa awarded for the excellency in Ministry studies at Palm Beach Atlantic University. Included on the President's list of PBA in 2014. **Areas of strength:**

- Ability to work with people from different cultures and backgrounds
- Fluent in Russian and English
- Coordination of international relations of a union of churches
- Development of itineraries for foreign ministers
- Teaching and preaching in churches
- Research and analytical skills
- Strong organizational skills
- Advanced computer user and fast learner of new computer software

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## EDUCATION AND PROFESSIONAL DEVELOPMENT

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**Master of Divinity** Expected May 2017  
Palm Beach Atlantic University, West Palm Beach, Florida  
GPA: 3.9/4.0

**Manager for Public Relations and PR Technologies** February 2007  
Peoples' Friendship University of Russia, Moscow, Russia  
Professional training  
GPA 4.0/4.0

**Bachelor of Arts in Literature and Languages (Philology)** May 2006  
Russian – American Christian University, Moscow, Russia  
Graduated with honors  
GPA: 3.7/4.0

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## EMPLOYMENT AND VOLUNTEER EXPERIENCE

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**FIRST BAPTIST CHURCH OF ROYAL PALM BEACH** – Royal Palm Beach, Florida March 2015–Present  
**Coordinator of the Children's Ministries**

- Assisted with establishment of new church plant
- Ensured that all Sunday morning Children's positions are appropriately staffed, resourced all teachers with supplies and materials needed, recruited and trained volunteers, and assisted in researching and preparing curriculum
- Helped launch the children's ministry at the new campus

Doubled attendance of Sunday morning class during the first month of my work

**Facilitator of a Class at University of Christian Life** January 2014–March 2015

- Facilitated seven-week course "Compelled by Love" by Ed Stetzer and Philip Nation for a class of 7 students, which provides participants with a basic theological understanding of missional living and assists in gaining practical skills in outreach ministries
- Students practiced sharing the gospel with non-believers and invited several people to the church

**PALM BEACH ATLANTIC UNIVERSITY** – West Palm Beach, Florida March 2015–Present  
**Research Assistant**

- Assisted in a PBA's qualitative research project by interviewing families who have children with disabilities, and transcription of the audio recordings
- Add another accomplishment statement

## DANIEL NABEREZHNY, Page 2

**"CHEMRAR," HI-TECH CENTER** – Moscow Region, Russia

2010–2013

### **Attorney Assistant**

- Assisted in creating legal reports for the government in one of the leading research pharmaceutical companies of Russia with staff of more than 500 employees
- Worked three years as a personal assistant of the Chief Lawyer of the company
- Several times successfully represented "*ChemRar*" in meetings with its international customers including two business trips to Cyprus

### **"UNIVERSE FOR JESUS" MISSIONARY UNION OF EVANGELICAL CHURCHES OF RUSSIA**

*Established in 1991, now consists of about 20 churches with 1800 members, and is oriented to missionary work and church planting.*

### **Personal Assistant of the President and Founder**

2003–2012

- Translated from English to Russian educational materials for a Bible school, including a book of about 300 pages
- Coordinated international connections with foreign ministers and partners of the Union (visas, invitations, hotels)
- Interpreted English-speaking guests orally and in writing
- In more than 40 trips, presented the Union in different regions of Russia, Ukraine, as well as Georgia, Moldavia and Ghana. Was involved in preaching, teaching, outreach programs, establishing new churches and partnerships

### **Senior Administrator of the Union, Board Member**

2009–2012

- Prepared legal and tax reports for the government
- Was involved in all key decisions of the organization, including elections of key leaders and financial decisions
- Gathered required documentation and successfully registered 7 churches in several regions of Russia
- Three times organized leadership conferences in Moscow with the participation of about 60 pastors and other church leaders from Russia, Ukraine, Moldavia and USA.
- Served as a pastor's assistant in two different churches. In 2012-2013 successfully led a Bible study group with the attendance of 20-30 people

**"ALPHA" JSC** – Moscow, Russia

2004–2009

### **Manager, Translator**

- Translated written technical documentation and product descriptions from English to Russian
- Updated the corporate website, assisted in management and communication with clients
- Created legal reports and managed office
- Directed development of corporate web-based software and online shop for hi-tech pharmaceutical equipment sales

**INTERNATIONAL SYSTEM CONSIGNMENT** – Moscow, Russia

2004-2006

### **Editor of the Russian Version of "*My Africa*" Magazine**

- Volunteered in the first Russia-African magazine focused on intercultural and economic relations between Russia and African countries.
- Edited texts in Russian language
- Translated magazine articles from English to Russian
- Conducted interviews with African politicians and businessmen
- Wrote several articles for the magazine on Russian - African relations
- Made pictures for the magazine
- Represented the magazine in Russian-African cultural forums and events

**EBENEZER EMERGENCY FUND** – Vladivostok, Russia

2000–2001

### **Coordinator-Volunteer**

*Non-denominational international Christian organization that encourages and helps Jewish people to return to the Land of Israel from the land of the north and all other nations, and to proclaim God's Kingdom purposes for their return.*

- Volunteered full time for 6 months to help the poorest Jewish families of the Far East of Russia to help immigrate to Israel
- Assisted more than 40 Jewish families to return to their historic land of Israel

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**PERSONAL STATEMENT OF SALVATION**

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I was blessed to be born in a large family of Evangelical Christians. My grandfather was a Baptist preacher and my parents have been the church ministers during their whole life since youth until present time. I accepted Jesus Christ as my personal Savior in the early childhood, and when I was 18, I was baptized at an evangelical church of the city of Arsenev, Primorye Territory, Russia.

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**CALL TO MINISTRY**

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When I graduated from high school, I became actively involved in several ministries of my home church and strongly felt that I am called to the vocational ministry. At 17, I became a youth pastor and regularly preached on Sunday services in a church of about 100 members. Since that time, I was always involved in different kinds of ministries, and in 2001 entered a Christian University in Moscow. I always had a dream to get the higher theological education and in 2013, God made it possible at Palm Beach Atlantic University. Currently, I am a member of the First Baptist Church of Royal Palm Beach, Florida.

# Crystal Sullivan

CRYSTALSULLIVAN15@GMAIL.COM · Phone 515.402.5085

## PROFESSIONAL SUMMARY

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Experienced and people oriented with a demonstrated interest in teaching. Ability to assess students' needs and adjust communication style accordingly. Committed to helping students reach their full potential by fostering a supportive learning environment. Personable and teachable in new skill sets.

## EDUCATION

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**PALM BEACH ATLANTIC UNIVERSITY West Palm Beach, FL**

**Master of Divinity**

May 2016

Masters Thesis: Is Peace Possible?

**Bachelor of Arts in Cross-Cultural Studies**

Dec. 2014

Minor: Education

## LEADERSHIP EXPERIENCE

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**PALM BEACH ATLANTIC UNIVERSITY, FL**

2011-2016

**Women's Ministry Grad Assistant, Cross-Cultural Research Grad Assistant, School of Ministry Travel Team Co-Director, Study Abroad Research Programmer,**

### TEACHING

- Taught undergraduate courses in Exploring the Bible, Foundations for Christian Ministry, World Religion, and Interpreting the Bible
- Instructed undergraduate students on the topics of: Genesis, Art of Storytelling, Islam, Value of Intellect: a Mark Noll Study, and how to use Turabian Formatting for Research
- Taught selected undergraduate classes that engaged college students in their moral and ethical growth
- Selected as a guest speaker for a Mother's Day conference

### MENTORING & DISCIPLESHIP

- Created and sustained unity on campus by mentoring twenty-five female student leaders through weekly visionary meetings and individual investment
- Oversaw and supported twenty-five female leaders in all student clubs on campus by assisting through planning, facilitating, and encouraging
- Directed a team of fifteen college students that traveled around the state of Florida during the school year investing in youth and high school students by creating ministry weekend events and conferences for youth groups

### TRAINING

- Led summer seminars at camps on how to use the art of storytelling in ministry
- Trained 150 college student leaders how to mentor younger girls using a curriculum geared towards skilled listening, empowering the younger generation, and equipping better communication methods
- Assisted professors by designing visual presentations to aid in students' learning, graded exams/homework

### LESSON PLANNING

- Researched and created lesson plans for a weekly discipleship group that covered a wide range of topics such as: Triuneness of God, spiritual disciplines, the purpose of prayer, and the Sermon on the Mount
- Wrote conference curriculum about the Kingdom of God for high school student ministry events all around the state of Florida
- Crafted sermons for monthly women's chapels and spiritual growth seminars
- Completed hands on cross-cultural research projects that explained new cultural movements around the world, particularly in the Middle East

HIDDEN ACRES SUMMER CAMPS, Dayton, IA

May 2009 – June 2013

**Head Girls Quad Leader**

- Fostered individual maturity in twenty female staff members by investing in their lives through weekly meetings that discussed personal goals and life ambitions
- Led a seven-week summer camp program that focused on the development of youth (ages 5-18) through games, theater, arts, spiritual growth, and basic life skills
- Oversaw 150 intentional counselors that desired to invest in the younger generation of both at-risk and privileged youth

PALM BEACH COUNTY SCHOOL SYSTEMS, FL

August 2012 – December 2012

**Student Teacher Volunteer at Belvedere Elementary**

- Taught modules in a Title 1 second grade classroom on developing relationship building skills and social conflict resolutions
- Assisted ten second grade students with one-on-one development on learning skills in reading and writing
- Helped with interactive classroom management during break out sessions
- Prepped classroom through creating copies, lesson plans, and self-taught projects

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**LOCAL VOLUNTEER EXPERIENCE**


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- Feeding Children Everywhere Longwood, FL 2013
- Common Ground Church Lake Worth, FL 2013
- Palm Beach County School Systems West Palm Beach, FL 2012
- Palm Beach Reservation Clean-up West Palm Beach, FL 2011

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**INTERNATIONAL EXPERIENCE**


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- EGYPT— Assisted humanitarian organization *Impact International* with its demographic study of Cairo, Egypt and developed strategic approaches to maximize the organization's cultural sensitivity (July-August 2016)
- JORDAN— Distributed humanitarian aid on the boarder of Syria and worked with a local NGO's to meet needs of refugees through medical work, food distribution, and setting up educational systems (May-June 2014)
- HAITI—Led team of 15 college students to Haiti and planned a strategic response for disaster relief from the 2010 earthquake (March 2011)

**Other Countries Traveled to:**

Scotland

Mexico

Egypt

Ireland

Vienna

Haiti

England

Jordan

Canada