



Palm Beach Atlantic University Office of Career Development
Quick and Easy MDiv Resume Guide
A collaborative effort between Dr. Grenz & Career Development

MOST IMPORTANT RULES TO FOLLOW ON A RESUME

- Spelling, grammar, punctuation = correct
- Formatting/Layout = easy to read, not too graphic
- Consistency = section titles order of information listed is consistent
- Honesty!

SECTIONS ON M. DIV. RESUMES

Contact Components (required)

1. Name
2. Address (optional at times)
3. Email
4. Telephone/ Mobile Phone

Personal Information (required)

1. Family – list name/relationship/dates
2. Ordination MMDDYYYY, Church name, City, ST
3. Church membership – Church name, City, ST

Ministry Objective (optional)

Singular, specific statement indicating the position you are applying for. Changes for each position.

Education Components (required)

List degrees from most current to least current

Required

1. Degree and Major, Concentrations (e.g. Master of Divinity, concentration in Youth)
2. College/University (e.g. Palm Beach Atlantic University)
3. Location of University (e.g. West Palm Beach, FL)
4. Graduation Date or Expected Graduation Date (e.g. Expected May 2016)

Optional

- GPA— if 3.2 or above (e.g. 3.5/4.0)
- Honors/Awards—brief description of how it was earned
- Scholarships—brief description of how it was earned

Ministry Experience Components

List from most current to least/oldest, generally it is better to use bullets not paragraphs. This section is limited to only ministry related experience. Other employment history is listed elsewhere.

Required

1. Position/Title
2. Church/Organization
3. City, ST of church/organization
4. Dates of employment/involvement
5. Bulleted list of responsibilities (see section on how to create powerful experience)

Optional Experience Components

- Brief description of position (e.g. New position to assist executive pastor with growing congregational needs.)
- Brief description of church (e.g. Third largest church in South Florida. Or New church plant with a starting membership of 10 and 300% growth within 12 months.)

Other Work Experience (optional)

Position, Employer/Organization, City, ST, Dates of employment. A bulleted list follows.

Personal Statement of Salvation (required)

A singular statement which identifies when you came to Christ and a bit about your spiritual journey.

Call to Ministry (required)

Another brief statement emphasizing when sensed the call and what you feel called to.

Doctrinal Belief (optional)

If you elect to include this in your resume AND you are applying to a denominational church mention the denomination and include an affirmation of their statement of faith.

Honors and Activities (optional)

This might include awards, mission trips you participated in, clubs or organizations you are a part of, civic or volunteer service, etc. Consider listing academic awards and achievements under your education section.

What is Experience?

- Paid or volunteer work
- Things which taught you transferrable skills
- Extracurricular activities

Creating Powerful Bullets for Experience

- Should NOT read like a job description, rather, it should read like a list of accomplishments.
- Begin with past tense verbs (e.g. managed, administered, created)
- Don't put 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.)
- How was your role different from others?
- What are you 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?)
- 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.)
- Do not include High School stuff unless it is pertinent to the position you are applying for.

Examples of Powerful Bullets:

- Poor: Led Worship.
- Better: Selected songs for each 15 minute set of worship, leading a group of 4 musicians and five vocalists and 185 congregants.
- Poor: Performed marriage, baptism and funeral services.
- Better: Facilitated along with my spouse three pre-marital classes, preparing young couples through personal experience and using materials such as *Saving Your Marriage Before It Starts*, *Love & Respect* and *Before You Say I Do*.

Activities

- List from most current to least/oldest
- Include organization name, city, state, and dates
- Include a series of bullets showcasing the skills you utilized
- Include community service (Organization name and number of hours volunteered)

Additional Tips

- Objective statements are not recommended
- References (or references upon request) are **not** included on a resume

For a more detailed guide go to PBA JobLink: Resources/Documents Library/M. Div. Placement Packet