

Writing a Ministry Resume and Biographical Profile

Ministry Resume

The approach in writing a resume for a ministry position is similar to writing a resume for a non-ministry position. You can learn much about the process online or through your college career services. Many ministry resume samples online are helpful and can be easily found through a simple google search. Useful resume formatting tools are also available online.

Please remember that your resume makes a first and lasting impression upon the prospective ministry employer. Do your best to present a clear, attractive, and honest resume. Here are a few tips and suggestions for a ministry resume.

1. Always have a skilled editor review your documents for accuracy and improvements.
2. Your resume should be one or two pages (and rarely beyond three), free of any errors, and using only one side of high-quality paper.
3. Magnify those ministry experiences that contribute to your practical preparation for the position. *For younger men* just completing college or seminary, include your church or missions internships, summer camp ministry, school-year weekend church ministry, and other significant ministries. *For seasoned men* with years of ministry experience, highlight your ministry experiences since college and seminary, not omitting any place of service. Employment gaps raise questions. *Each candidate* should list all of his college and seminary educational degrees. Including your grade point average is not necessary but may be included if over 3.0 on a 4.0 scale. Be sure to include the name, city, and state of places where you have served or been employed.
4. You should include significant secular work positions that demonstrate diversity of work experience, computer skills, musical abilities, office management, and manual trades. List your volunteer local church experiences in Christian service while serving in secular work. However, your resume should not overly highlight secular employment over ministry experience.
5. You should include three or more professional references with full contact information on your resume, even though this same information was given when registering. Ask permission in advance before giving someone's name as a reference. Give the significance of the reference to you if it is not implicitly clear. Avoid using family or friends as references unless you have a clear professional reason. Your most important reference is likely your most recent employer.

Biographical Profile

Your biographical profile should be in paragraph form and should be no more than two to three pages single spaced. It is your life story with a ministry focus. It conveys "life" in a way that a resume cannot express. Include the following:

1. How you came to Christ
2. How God called you to the ministry
3. Key spiritual influences upon your life including family, home church pastors and laymen, and other preachers or teachers
4. Describe your heart for ministry and any particular interests and burdens you have for certain aspects of ministry.
5. Include similar information about your wife, though perhaps not as in-depth.
6. If including a photo of yourself or with your wife and children, be sure that it is appropriate for a professional presentation.

Cover Letter

In addition to posting your resume and biographical profile on the GFA Church Staffing website, you should also mail a hard copy of these documents to your prospective employer. You will need a cover letter with these documents. It should:

1. Be two to three paragraphs and no more than one page, including the signature block
2. Be warm and friendly but not pushy
3. Share your excitement about serving the Lord and communication your desire to know more about the opportunity of service
4. Use proper business form in its design