

Do not use "Reverend." or "Dr." Set yourself apart by using your middle initial.

JOSEPH P. SOUTHEASTERN

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Make sure your e-mail address is professional and record an appropriate message prompt for your voicemail.

Keep this information to a minimum. This is just a snapshot of you and your family.

PERSONAL BACKGROUND

Birth Date: October 6, 1968
Family: List wife and children
Ordination: Date and place

Do not list high school or continuing education (seminars, etc.)

EDUCATION

Graduate: SOUTHEASTERN BAPTIST THEOLOGICAL SEMINARY
Month/Year–Month/Year
Degree Earned, any special honor (i.e. *Magna Cum Laude*)
Emphasis:
Undergraduate: NAME OF COLLEGE
Month/Year–Month/Year
Degree Earned, any special honor (i.e. *Magna Cum Laude*)
Major:

Only include graduation honors if you received any—do not include GPA.

MINISTRY EXPERIENCE

List vocational ministry first. If you have minimal experience, then list volunteer ministry and clearly designate it as such.

Name of Ministry, Month/Year–Month/Year City, State
Position Title.
• Three bullet points max
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List in reverse chronological order—your most recent place of service first.

Name of Ministry, Month/Year–Month/Year City, State
Position Title.
• Three bullet points max
•
•

These bullet points should succinctly describe your primary duties/responsibilities.

Name of Ministry, Month/Year–Month/Year City, State
Position Title.
• Three bullet points max
•
•

RELATED SECULAR EXPERIENCE

Name of Company, Month/Year–Month/Year City, State
Position Title.
• Three bullet points max
•
•

Be selective in what you include. Positions that require management/leadership abilities would be possible examples. If in question, do not include it.

Name of Company, Month/Year–Month/Year City, State
Position Title.
• Three bullet points max
•
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REMEMBER: Brevity allows the reader to assess your qualifications quickly and determine if follow up is needed. 1-2 page resumes are ideal.

REFERENCES

Name of Reference

Relationship to Reference

Phone Number

Name of Reference

Relationship to Reference

Phone Number

Name of Reference

Relationship to Reference

Phone Number

More references available upon request

Limit the number of references to 3-5. Make sure that the contact information for the references listed is current.