

# Chronological

Steady progression of employment  
Consistent qualifications to support objective position  
Highlights employers

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### ASSOCIATE/TEACHING PASTOR

Promote basic tenets of faith and encourage spiritual growth by teaching children and adults in a church and neighborhood community. Support and assist other pastors by preaching and researching relevant topics, and collaborate with other church ministries in the performance of their areas of responsibility.

### Employer's Need(s); Your Branding

**A note about branding:** Use a mixture of nouns (hard skills), adjectives (soft skills), and verb phrases (results). As an example, if you want a teaching position in a church, you might include teacher, preaching, evangelism; adjectives might include passionate, committed, caring, interactive, innovative; verb phrases might be empowering students through knowledge, touching lives with transformational change, challenging others to grow in Christ. Whitcomb, Susan (2010). *Resume Magic, Fourth Edition*. Indianapolis: JIST publishing

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### PROFILE

#### QUALIFICATIONS SUMMARY MINISTRY ACCOMPLISHMENTS (Bullets or Paragraph Style)

- What are my strengths (MBTI, StrengthsFinder, BarOn)
- What are my accomplishments and results (not tasks); use numbers/dates
- Expertise, core competencies
- Advanced degrees, certification, affiliations
- Technical expertise
- Leadership / management style
- (Always think "employer's needs" and how you could fulfill them)

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## EDUCATION

Bethel Seminary, St. Paul, MN (2011) (Junior Status)  
Masters of Theological Studies  
Minor in Youth Ministries

Coursework Highlights:

Honors:

GPA:

Cocurricular Activities:

Language Studies:

Affiliations:

University of Minnesota (2003)  
Bachelor of Science, Business Administration  
Dual Major:  
Bachelor of Science, Business Administration  
Bachelor of Arts, Spanish  
(Above categories if relevant to career goals)

Certifications: (advanced coursework; Pastoral Care Certification, etc)

Affiliations: (order of importance; name, title [past])

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## MINISTRY EXPERIENCE

ASSOCIATE PASTOR, name of church, city, state (years of employment)

- Key accomplishments, results (not tasks)
- ALWAYS begin with an action verb
- List important to least important
- Be careful of acronyms
- Use numbers, data, specifics
- Be specific without being wordy (these are not full sentences)

Volunteer Ministry Experience? List it here—unless you have 4-5 years of paid ministry experience. Then you may add a “Volunteer Ministry” section if it is relevant.

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## PROFESSIONAL EXPERIENCE

(This is non-ministry experience that you include because it complements your ministry work.)