

RÉSUMÉ

Purpose – A résumé serves three purposes: (1) many employers require a résumé prior to granting an interview (2) it indicates your abilities, experiences, and accomplishments (3) it may serve as a confidence-builder. Many people benefit from reviewing their marketable skills and like to see them in print.

General Rules - Employers reading your résumé want a factual account of your experiences, one that reflects what you can do. Employers can quickly identify a résumé written by someone other than the candidate.

- your name, address and telephone number should be at the top of each page.
- limit résumé length to two pages. Keep content limited to the past ten years.
- make sure that all your information is reliable and true.
- begin sentences with active verbs (directed, organized, led).
- limit the use of pronouns. A résumé full of (I) sounds boastful.
- when listing information about previous positions include dates, focus of the position, and the results achieved. Write short concise sentences.
- stress your abilities; avoid using a narrative description of the event.
- avoid using evaluative statements (what the pastor thought or what the congregation said).
- make certain that your résumé is error free and typewritten on good quality paper.
- when making copies of your résumé have them reproduced on good quality paper.
- the following words may be used effectively to begin sentences in a résumé:
 - initiate, plan, supervise, analyze, finance, advise, organize, negotiate, recruit, operate, direct, develop, train, design, evaluate, manage, maintain

Statement of Objective - An employer wants a person who knows their own mind and who can make decisions. You determine what your immediate job goal is and then go for it. The objective does not have to state a job title, but it has to be more specific than “a job where my skills and abilities can best be used,” or a job working with people. Your objective should be brief and clearly stated.

Format – There are two basic types of résumés: Chronological and Functional

- *Chronological* – lists employment history job by job
- *Functional* - lists employment over a period of years using functional categories (administration, public relations, counseling, teaching, etc.)
- Personal information should be brief and may include age, marital status, number of dependants, languages spoken and skills not mentioned in previous contexts. This is where you would indicate your willingness to travel or relocate.

Getting Started - The following questions may give you an idea of how to begin.

Counseling, Did You

- work in counseling, individual or group
- have knowledge of community services and a working relationship with those agencies
- act as a liaison to other agencies
- make referrals to other services
- work in the areas of: marriage counseling, career, drugs, crisis intervention, age groups (youth or adult)
- how many hours you spent in counseling and referrals

Public Relations, Did You ...

- do public speaking – sermons, other places
- prepare weekly bulletins or monthly newsletter, (edit , distribute)
- speak on radio or TV

Budget and Finance, Did You ...

- supervise financial records
- prepare annual budgets
- plan and direct financial appeals and fund raising

Administrative Duties, Did You ...

- supervise staff (how many)
- employ and terminate personnel
- act with others to determine personnel development and policy making actions
- design parish council or committee actions – write a constitution
- lead weekly discussion groups
- supervise the running of a church school
- purchase materials and curriculum
- submit written reports in the denominational structure
- have a position of responsibility in denomination or community – serve on committees
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Teaching Responsibilities, Did You ...

- train new teachers
- work with parents of your students
- coordinate various school activities
- serve on advisory boards

Exclusions – What not to say:

- reasons for leaving prior employment
- hobbies, spare time activities (unless useful to the employer)
- number of times married/divorced
- humorous statement
- references

Cover Letter – A cover letter is very important

- always address your résumé and cover letter to a real person, never to a title
- each letter should be individually typed
- this letter should be the briefest you have ever written
- your letter should indicate:
 - the position you are applying for
 - that you would appreciate a response at their earliest convenience