

JAMES B. EXAMPLE

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Candidate for Assistant Pastor at Heritage Baptist Church

Comment [WU1]: On this resume the Strengths section follows the job title and church name in order to address key skills and experience that the church is seeking.

STRENGTHS

Preaching and Teaching – Experience preparing and delivering sermons
Biblical Greek – Completed 4 semesters and continuing to study independently
Computer Skills – Microsoft Word, Excel, PowerPoint, Publisher, Outlook; making videos
Graphic Design – Completed two elective graphic design courses
Construction Experience – Three summers working on a construction team

Comment [WU2]: Avoid paragraph summary sections. Instead, use keywords and concise descriptions that draw attention to your skills.

EDUCATION

Master of Arts in Bible Bob Jones University, Greenville, SC	May 2014 GPA: 3.8
Bachelor of Arts in Pastoral Studies , Counseling minor Bob Jones University, Greenville, SC	May 2012 GPA: 3.43

Comment [WU3]: List multiple degrees in reverse chronological order, just as with work experience.

MINISTRY EXPERIENCE

Resident Hall Counselor , Bob Jones University, Greenville, SC <ul style="list-style-type: none">Entrusted to uphold university expectations and regulationsMentored over 100 students in the residence halls	2012-Present
Church Intern , Faith Baptist Church, Tampa, FL <ul style="list-style-type: none">Assisted full-time in all areas of church ministry for ten weeks	Summer 2013
Youth Worker , Red Creek Baptist Church, Gardensburg, NC <ul style="list-style-type: none">Taught Sunday School and led youth meetings in newly planted churchLed youth rallies and events consisting of 100-250 young peopleCanvassed to promote the church among Roman Catholic population	Summers 2011-2012
Chaplain , Pi Kappa Sigma Literary Society, Greenville, SC <ul style="list-style-type: none">Taught Sunday School and preached in society meetings each weekPlanned weekly prayer meetingsInvolved in the planning and execution of society outings	Spring 2012

RELATED EXPERIENCE

Outreach Ministry Leader , Fellowship Baptist Church Awana Ministry, Greenville, SC <ul style="list-style-type: none">Organized and led 12 adult leaders serving 150 young peopleManaged and led competition events each quarterTaught Bible lessons, led game time, and checked memory verses	2011-Present
Check-out Desk Worker , Bob Jones University, Greenville, SC <ul style="list-style-type: none">Entrusted with approving passes for groups of students leaving campus	2010-2012
President , Mission Advance, Greenville, SC <ul style="list-style-type: none">Planned prayer meetings and a large prayer rallyModerated council meetings to plan effective promotional strategiesOrganized the Friday night missions program held in the Resident Halls	Fall 2011
Secretary , Bob Jones University Ministerial Class (comprised of all religion majors), Greenville, SC <ul style="list-style-type: none">Attended and participated in planning for Ministerial Class projects	2010-2011