

7 Tips To Build A Stellar Resume

Building a resume is more of a skill than most people think. According to the experts who sees hundreds of resumes a day the average manager judges a resume in 6 seconds on if they are interested or not. Churches are not as bad, but a good resume will make you stand out in the early stages of the hiring process.

ONE: Don't Lie.

If you get through the interview process and get hired you will have to work with them for a time so they will find out eventually. Just don't do it. Be proud of your experiences and put your best foot forward. There is a difference between leaving out your failures than straight up lying. If you didn't work somewhere don't put it down. If you don't know a skill don't say you do.

TWO: Customize Your Purpose Statement To Match The Job You Are Applying For

The church is looking to see if you fit what they want, a lot of times they have things in mind and your resume is the FIRST impression. So they want to know if you will connect to their mission and vision and your purpose statement is a good opportunity to do that. If they are looking for a evangelistic focused youth worker you better have evangelism in your purpose statement. Don't lie but make that connection between what they are looking for and what you can offer. If you don't have a purpose statement, consider adding one.

THREE: Keep It Simple. = Readability

Being straightforward and clean is more important than trying to share everything. Your potential employers have a minimal amount of time to review so readability is key. Try to keep sentences short and use only 1-2 commas. And only 3 bullet points max.

FOUR: Include Numbers

Employers are highly responsive to measurable proven values, numbers allow that. Share how your youth ministry grew. Share how baptisms grew by 20% in the two years you were there. Using percentages rather than direct numbers also can help too.

FIVE: Use Only Relevant Information

If you have extensive work experience, it's hard not to put all of it in. But few employers care what job you had in high school if you're in your mid 20's. If it's not relevant to the job or older than three years, you may want skip it or put it at the bottom. Try to include only work experience, achievements, education, and skills most relevant and recent.

Also skills for ministry have changed. Microsoft office is no longer a special skill.

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SIX: Use Active Language

This can really make your resume stand out. Instead of using GENERAL DESCRIPTIVE words (like “various”, “some”, “many”, “lots”, “several”). Try using ACTIVE LANGUAGE words or sometimes called power words (like “achieved”, “earned”, “completed”, “resourceful”, “proactive”, “driven”, “dependable”). Here are some example words:

How you work with others

Volunteered; Collaborated; Supported; Facilitated; Participated; Assisted; Mentored; Motivated; Encouraged

You taking charge of others

Administered; Delegated; Supervised; Directed; Co-ordinated; Motivated; Led; Managed; Presided; Represented

How you made something better (don't forget to quantify!)

Improved; Increased; Streamlined; Saved; Delivered; Resolved; Transformed; Doubled; Edited; Refined

How you share information with others

Advised; Coached; Guided; Mentored; Organized; Demonstrated; Trained; Presented; Instructed; Recommended

How you take the initiative

Established; Initiated; Created; Designed; Developed; Devised; Introduced; Volunteered; Launched; Suggested

Your organization and planning skills

Arranged; Co-ordinated; Organized; Planned; Maintained; Prepared; Scheduled; Revised; Processed; Produced

Your effectiveness in persuading others

Negotiated; Mediated; Persuaded; Presented; Liaised; Encouraged; Promoted; Guided; Influenced; Interviewed

Your achievements and going the extra mile

Volunteered; Suggested; Recommended; Mastered; Nominated; Achieved; Awarded; Selected; Won; Attained

SEVEN: Print It Off and Double Check Everything

One of the resume building gravest sins is a misspelling on your resume. If you have something misspelled or design error it's probably dismissed instantly. Have someone look it over for any mistakes. If you have a friend who sees resume regularly they are a great help because they know what to look for!

A bonus tip is actually to print it off before you finalize everything. Many times organizations print off copies to share with a committee. This is where things might get cut off because it's outside of a margin or on a second page when you didn't want it. So print it off when you check it over. Sometimes printing is different than what you see on the screen.