

SAMPLE RESUME
(Limit 3 pages)

NAME:

Current Position:

Work Phone #

E-Mail Address:

SUMMARY OF SKILLS (Brief summary of background)

EXPERIENCE (Show inclusive dates, position title, location, supervisor, etc. Brief description of duties and 3-4 specific accomplishments for each position held. Experience greater than 4 years old may be summarized.)

(Example) 12 October 2012- 12 October 2018, secretary, First Baptist Church Kalamazoo MI. Sam Jones (937) 255-xxxx. Provided support for a 4-person team responsible for all aspects of church office support.

EDUCATION (List education from latest to earliest, with graduation dates and place attended)

Bachelor of Arts, 1988, Business Administration, Correspondence Coursework
High School Diploma, 1987, Niceville High School

SPECIALIZED SKILLS

MS Office Product
Church Registry Programs
Financial Software

LICENSES/CERTIFICATES

MS Office Training Basic

AWARDS

Performance Awards: 1992

REFERENCES

Please list your references. **One must be your current pastor**

Pastor John Doe, First Baptist Church of Kalamazo, (XXX) XXX-XXXX, JD@FBCK.org