



# The Clergy Resume Checklist

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## **Presentation**

- Has my resume been updated since my last search?
- Does my resume look clean and attractive as a whole document?
- Does my resume layout and template reflect my style?
- Does my resume visually invite people to read it?
- Are my headings distinguishable?
- Are my sub-headings clear?
- Is my spacing, punctuation, and style uniform?
- Is my font and font size legible?
- Does my resume read logically?

## **Structure**

- Are my sections relevant?
- Is my most recent information listed first?
- Did I include my education as a header?
- Have I deleted my high school diploma?
- Did I include ministry experience as a header?
- Are my compelling quantifiable metrics listed?
- Did I include my ordination?
- Did I include my significant honors, awards, and certifications?
- Did I include an applicable link to my published works and sermons?
- Did I include 3-5 exceptional references?
- Have I deleted the "References Available Upon Request" copy?

## **Language**

- Did I use past tense for positions I no longer hold?
- Am I using present, active tense for positions I still hold?
- Have I used summary phrases instead of complete sentences?
- Did I remove all personal pronouns?
- Do my bullet points begin with an action verb?
- Is my strongest bullet point listed first?
- Have I deleted or paraphrased duplicate bullet points?
- Did I use capitalization and punctuation properly and consistently?
- Is my grammar and syntax correct?
- Did I read my resume backwards and forwards to proofread?
- Are my acronyms spelled out?



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## Overall

- Did I include my name, current mailing address, phone number, and email at the top?
- Is my name on each numbered page?
- Is the information on my resume true and accurate?
- Are my beginning and ending dates correct?
- Is my cover letter queued up and ready to be personalized?
- Do I have my “brag sheet” of talking points for my references?
- Have my references been contacted and given a copy of my resume and brag sheet?
- Have I duplicated my resume onto my digital footprint?
- Have I written my autobiographical information that will be used for press releases?
- Does my professional photo headshot match the position for which I am applying?
- Does my resume convey my experience, skills, and giftedness for ministry as a whole?

## Approach

- Have I created my CBF LeaderConnect profile at [www.cbf.net/LeaderConnect](http://www.cbf.net/LeaderConnect)?
- Have I introduced myself to [state and regional CBF staff members](#)? And, to [BWIM](#)?
- Have I bookmarked the classifieds on [Baptists Today](#) and [Baptist News Global](#)?
- Am I networking with CBF pastors in [my area](#)?
- Have I contacted my theological school alma mater?
- Have I attended [CBF General Assembly](#) and my state’s annual gathering?
- Did I read and complete this checklist?