

## KEY COMPONENTS TO YOUR RESUME

The following are components of a resume that would be greatly helpful for us in the process of evaluating your interest and suitability for the position of General Secretary / Executive Director of the International Baptist Convention:

- Easy to Read:*** Simple, clear, on plain white background, well laid out for clarity, no more than three type styles and three sizes of fonts, as many pages needed, send by email, rather than snail mail or fax
- Contact Information:*** Include full name, mailing address, phone numbers, email address, and linkedin URL (optional)
- Specific Dates:*** Cover all time frames of employment since having been awarded the first college degree using starting month and year and ending month and year. If not employed, then state what you are currently doing.
- Specifics by Employer:*** For each employer mention the church or ministry, position title and give information that describes your experience and how you were able to impact the church or ministry, the organizational structure, your responsibilities, what challenges & successes you experienced. Go beyond responsibilities to the actual RESULTS achieved directly and specifically by you or through your leadership.
- Why you left:*** Perhaps an unusual suggestion, but really helpful to the prospective employer, would be to add *in italics* after each position why you left that position and how you got and why you took the next job.
- Education:*** Type of college degree (B.S., MDiv, etc.), subject area, name of institution, city and state, date awarded