



SAMPLE RESUME FORMAT FOR STUDENT APPLICATION RESUME

James Allen Smith

12345 South Main Street
Jacksonville, Florida 32258
(904) 123-4567 (Day) (904) 567-8910 (Eve)
(904) 987-6543 (Cell)

(Full Student Name)

(Complete Address)

(Phone Numbers)

PERSONAL INFORMATION:

Born: November 5, 1943 in Jacksonville, FL

Married: Mary Jane Doe in 1977

Two sons: William John, born May 3, 1979, and David Scott, born March 30, 1981

Two daughters: Sara Jane, born October 7, 1983, and Rebecca Ann, born August 10, 1989

EDUCATIONAL BACKGROUND:

- Associate of Arts (Major: Accounting) - University of Florida
- Bachelor of Arts (Major: Accounting) - University North Florida
- Bachelor of Theology - Logos Christian College & Graduate Schools
- Master of Christian Education - Logos Christian College & Graduate Schools

ECCLESIASTICAL BACKGROUND:

- | | |
|-----------|--|
| 1989-1996 | Pastor - Calvary Church
123 Main Street, Jacksonville, FL |
| 1985-1989 | Assistant Pastor- Jacksonville Christian Church
752 West Washington Ave, Jacksonville, FL |

SECULAR EMPLOYMENT:

- | | |
|-----------|---|
| 1982-1985 | Independent Accountant, Jacksonville, FL |
| 1978-1982 | Henson and Barnes Accounting Firm, Des Moines, Iowa
Specializing in corporate accounts has provided me with valuable experience in professional relationships and business practices. Skills acquired in this field will be of benefit in church administration. |
| 1976-1978 | McDonalds, Ames, Iowa
Night Supervisor. Supervised a crew of 10 employees while attending college. Skills in supervising and public relations were obtained through this position. |