

example of **functional** format

**Curriculum Vitae**

**Personal Details**  
Name - Address  
Telephone; Email

**Personal / Profile Statement**  
A brief statement about what 'makes you tick', your heart, burden, ambition.

**Achievement Areas / Key Strengths:**

- **Strength 1:** xx xxxxxxxx xxx xxxxxxx xx xx  
xxxxxxxxxxxxxxxxxxxxxxxx xxx xxx
- **Strength 2:** xx xxxxxxxx xxx xxxxxxx xx xx  
xxxxxxxxxxxxxxxxxxxxxxxx xxx xxx
- **Strength 3:** xx xxxxxxxx xxx xxxxxxx xx xx  
xxxxxxxxxxxxxxxxxxxxxxxx xxx xxx
- **Strength 4:** xx xxxxxxxx xxx xxxxxxx xx xx  
xxxxxxxxxxxxxxxxxxxxxxxx xxx xxx

**Experience:**

- ▶ 2008-20XX: Worked with Company as xxx. Responsibilities and results.
- ▶ 200X-2007: Worked with Company as yyy. Responsibilities and results
- ▶ 19XX-200X: Worked with Company as xxx. Responsibilities and results

**Training & Qualifications:**  
Formal and vocational  
University / College: / School

**Other Experience / Skills**

- Vocational experience / abilities
- Include possible church and short-term mission experience

**Interests / Hobbies**  
Helps provide insights into who you are and your wider interests.

**Christian Faith**  
Church and involvement  
Brief testimony of relevant issues

**Referees:**  
Available on request.  
*See previous example*

*again, not just job title, but some way of illustrating what was actually involved in the work, hopefully endorsing strengths / achievements highlighted above*

*identifying those areas of natural strength e.g. leadership, people management, creativity, etc. along with illustration of how that has been evident in achievements*

# writing a curriculum vitae

## for a Christian Organisation

Preparing a CV for a potential employer is a vital aspect of any application. When you are writing to a Christian organisation, a standard CV often fails to provide all the information that may be required. While there are certain topics that need to be covered in any CV, there is extra information that you should probably include when applying to a Christian organisation.

The purpose of a CV is to enable a potential employer to quickly understand who you are, what you're capable of doing, what your ambition is and what you're like. This is accomplished not just by the words that you use but also in your presentation.

Whichever format is used, we recommend you take time and care to craft your CV, ensuring it is

Further copies of Guideline leaflets can be obtained from Christian Vocations online and at the address below.

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releasing God's people into God's work



## general pointers

- Generally a CV should be limited to two sides of an A4 sheet of paper, so remember to keep your comments concise without being too vague.
- Presentation is important so make sure that headings are clearly identifiable and that the overall impression is tidy. It is not recommended that you send a photocopied version - that in itself can 'send the wrong message'. It's always best to submit your CV on quality paper.
- A photograph can be either helpful or harmful, depending on the context and the photograph! If you include a picture of yourself, be sure that it's appropriate. A holiday shot of you on the beach isn't the best choice. A head and shoulders picture (like a passport photo) is usually the best.
- Every job is different so it's advisable to tailor your CV to each employer, relating to the role you are exploring.
- It's also wise to have someone check your CV for mistakes and to confirm that it's easy to read. CVs received with simple errors can put the recipient off immediately.
- Remember to be real. Try not to exaggerate your ability, but don't underrate yourself either. The objective is to enable the reader to see you as a person and not simply a listing of qualifications or a catalogue of jobs.
- Where possible and appropriate, ensure there is a means of illustrating that you have the experience that relates to the given job description.

## what format?

There are a variety of formats in presenting CVs. Two popular ones are often entitled 'chronological' and 'functional'. The names might give a clue as to the differences between the presentations, but one is formatted around the 'time frame' of previous employment and education, etc.

Our perspective of the differences might be that a chronological CV identifies the formal details in your personal history, a functional CV gives an emphasis on strengths and abilities.

## example of chronological format

### Curriculum Vitae

#### Personal Details

Name  
Address  
Telephone  
Email  
Date of birth (*not essential*)  
Marital Status (*not essential*)

#### Personal Statement

#### Education

University:  
College:  
School:

*a chronological list of qualifications you have received and where you studied. If you have a large number of qualifications, e.g. GCSEs, you may need to summarise them.*

#### Work Experience

2008-20XX: Company; Title; Duties  
19XX-2007: New Company; Title; Duties

*a chronological listing of your employers with the title and a brief description of the position that you held, with the most recent first. It's also helpful to indicate how long you held each position.*

#### Other Experience/Skills/Training

- Vocational experience / abilities
- Include possible church and short-term mission experience
- Other training undertaken, skills acquired, etc

#### Interests/Hobbies

Helps provide insights into who you are and your wider interests.

#### Christian Faith

Church and involvement  
Brief testimony of relevant issues

#### Referees:

*While you don't have to give details, it is advisable to have people already prepared to provide a reference for you.*

1. An employer
2. A friend
3. A church leader