(Revised September 30, 2011)

Miss "State's" Outstanding Teen Organization - Instructions for Preparing the Judges Resume

Remember this is your opportunity to demonstrate to the judges why they should consider you for the position of Miss State's Outstanding Teen. You may list as many or as few items under each category as you desire. This one page, combined with your Platform Statement, and your State Pageant Contestant Contract will comprise your entire application for the responsibility of becoming Miss State's Outstanding Teen. The judges will receive your resume exactly as it is submitted. ***Do not put your age on the Resume!***

1. Set margins for 1" on all four sides. The font style may not be any smaller than "10" and no larger than "12" point type, using the Times Roman font style.

2. With the justification set for left, type "**Name:**" in **bold.** Following the colon (:), press the tab key two or three times. Then, type your name as you wish the judges to know it. (If your name is Mary Deborah Smith and you want to be known as "Deborah Smith", please type "Deborah Smith").

3. Then, move to the next line and type "**Title:**" in **bold**. Following the colon (:), press the tab key two or three times. Then, type your "Local" title with which you are competing.

4. Then, move to the next line and type "**Hometown:**" in **bold**. Following the colon (:), press the tab key two or three times. Then type your hometown including the city and the state.

5. Double space down. Type "**Education:**" in **bold**. Following the colon (:), press the tab key two or three times. Then type your most recent school first. List in order with the most recent, all schools attended (high school, middle school, elementary school, Pre-K, etc.).

6. Double space down. Type "**Platform Issue:**" in **bold**. Following the colon (:), press the tab key two or three times. Type the title of your platform, making sure it lines up with the other information above it. Do not type anything other than the platform title.

7. Double space down. Type "**Scholastic/Career Ambition:**" in **bold**. Following the colon (:), press the tab key one or so times. Then type the type of degree/education you would ultimately like to achieve, making sure it lines up with the other information above it. Beneath that, list your career ambition.

8. Double space down. Type "**Talent:**" in **bold**. Following the colon (:), press the tab key two or three times. Type the type of talent you will perform and specific selection, making sure it lines up with the information above it. (e.g., Pop Vocal - "Rolling in the Deep", Tap Dance - "Moves Like Jagger", etc.)

9. Double space down. Type "**Scholastic Honors:**" in **bold**. Following the colon (:), press the space bar twice. Type your scholastic honors. Each item should be separated by a semi-colon (;).

10. Double space down. Type "**Leadership Roles:**" in **bold**. Following the colon (:), press the space bar twice. Each item should be separated by a semi-colon (;).

11. Double space down. Type "**Accomplishments:**" in **bold**. Following the colon (:), press the space bar twice. Each item should be separated by a semi-colon (;). ***Do not include any previous local titles held in the Miss America's Outstanding Teen Program!***

12. Double space down. Type "**Interesting Facts:**" in **bold**. Following the colon (:), press the space bar twice. Each item should be separated by a semi-colon (;). ***Do not include any previous local titles held in the Miss America's Outstanding Teen Program!***

13. Double space down. Type "**Marketing Plan:**" in **bold.** Following the colon (:), press the space bar twice. In sentence form, explain how you would market the Miss State's or Miss America's Outstanding Teen "brand". Please include any relevant experience you have which may uniquely qualify you to serve in this position. Please be aware that a portion of the Miss State's or Miss America's Outstanding Teen responsibilities includes marketing the Miss State's or Miss America's Outstanding Teen program to potential sponsors, educational institutions, and organizations.

14. Double space down. Type "**Legacy:**" in **bold**. Following the colon (:), press the space bar twice. This should be typed in sentence form. Please write what your legacy, as Miss State's Outstanding Teen will be. This statement should answer the question, "A year after giving up your title as Miss State's Outstanding Teen, what will people remember about your year of service?"

15. Double space down. Type "**Why I should be Miss State's Outstanding Teen 2012:**" in **bold**. Following the colon (:), press the space bar twice. This should be typed in sentence form. Explain to the judging panel why you should be selected Miss State's Outstanding Teen and, more importantly, why you should be selected Miss State's Outstanding Teen **this** year.

Important Information Regarding the Contestant's Judges Resume

Please remember that the entire form MUST FIT ON ONE PAGE using the Times Roman font style.

You must leave a 1" margin on all four side of the page. Use your best judgment on what is most important for the judges to know about you. Use your space wisely. Please review the example of what the resume format look like. Any variations from this format will be returned to you and will not be accepted. Your materials will not be retyped. The judges will receive your original work.

CHECK SPELLING AND GRAMMAR!!

This resume, your platform statement, and possibly a local pageant program book will be the only documents the judges will receive about you**.** By submitting these forms to your local teen organization, you certify that everything on your forms is true and accurate. If it is proven that any information on these forms are not true, correct, and factual, you risk losing your title.

Some spacing issues may arise. Simply follow the example provided. Depending upon the set up of your document, you may need to press the "tab key" fewer or more times than indicated above).

Do not attempt to change margins, font, size options, or deviate from the requested criteria as set forth in this document.

Use plain white paper for the document. Do not use paper with logos, crowns, names, decorations, or other embellishments. It will not be accepted if it is printed on anything other than plain white 8.5 X 11" paper.

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