



Miss “State’s/Local’s” Outstanding Teen Candidate Resume Instructions

This is your opportunity to demonstrate to the judges why they should consider you for the position of Miss “Local’s or Miss State’s” Outstanding Teen. You may list as many or as few items under each category as you desire. This **one (1) page** Resume, your Social Impact Initiative, and your Competition Candidate Contract will comprise your entire application for the responsibility of becoming Miss Local’s or Miss State’s Outstanding Teen. The judges will receive your resume exactly as it is submitted. **Do not list your age or date of birth in 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 five 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”, then type “Deborah Smith”).
3. Double space down. Type “**Title:**” in **bold**. Following the colon (:), press the tab key five times. Then, type the “Local” title for which you are competing or the “Local” title that you hold for the state competition.
4. Double space down. Type “**Hometown:**” in **bold**. Following the colon (:), press the tab key four 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 four 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 “**Social Impact Initiative:**” in **bold**. Following the colon (:), press the tab key three times. Type the title of your Social Impact Initiative, making sure it lines up with the other information above it. Do not type anything other than the Social Impact Initiative title.
7. Double space down. Type “**Scholastic/Career Ambition:**” in **bold**. Following the colon (:), press the tab key one time. 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 four times. Type the type of talent you will perform and specific talent music 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 or placement!**



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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 or placement!***
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 Local’s or Miss State’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 Local’s or Miss State’s Outstanding Teen responsibilities includes marketing the Miss Local’s or Miss State’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 Local’s or State’s Outstanding Teen will be. This statement should answer the question, “A year after serving as Miss Local’s or State’s Outstanding Teen, what will people remember about your year?”
15. Double space down. Type “**Why I should be Miss Local’s or State’s Outstanding Teen 20__:**” in **bold**. Following the colon (:), press the space bar twice. This should be typed in sentence form. Explain to the judging panel why you feel you should be selected Miss Local’s or State’s Outstanding Teen this year.

Important Information Regarding Candidate Resume

Please remember the entire form MUST FIT ON ONE (1) PAGE using the Times Roman font style.

You must leave a one-inch (1”) margin on all four (4) sides of the page. Use your best judgment on what you feel is most important for the judges to know about you. Use the allotted space wisely. Please review the attached example of what the resume format is expected to look like. Any variations from this format will be clearly noticeable to the judges. Your submitted materials will not be returned, nor re-typed. The judges will receive the original work you submit.

CHECK SPELLING AND GRAMMAR!!

This resume, your social impact initiative, and possibly a local/state competition program book will be the only documents the judges will receive about you. By submitting these forms to your local/state teen organization, you certify everything on your forms are true and accurate. If it is discovered before or after the competition any information on the forms is untrue, incorrect, and not factual, you risk losing your title.

Some spacing issues may arise. Simply follow the example provided. Depending upon the setup 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 ½” X 11” paper.

SAMPLE: Miss Local's or Miss State's Outstanding Teen Candidate

Name: Deborah Smith

Title: Miss River Valley's Outstanding Teen

Hometown: River Valley, "Any State"

Education: River Valley Senior High School
River Valley Junior High School
River Valley Elementary School

Social Impact Initiative: Celebrating Inclusivity

Scholastic/Career Ambition: To obtain a Juris Doctorate Degree
To become an Attorney specializing in entertainment law

Talent: Pop Vocal- "Rolling in the Deep"

Scholastic Honors: Honor Roll all report card periods; taking 3 Advanced Placement classes; National Honor Society; Perfect Attendance Award; French Award; Eleanor Roosevelt Cultural Diversity Award

Leadership Roles: Organized a teen volunteer group to entertain at a local nursing home; Secretary of Nostalgia Rotary Interact Club; Junior Varsity Cheerleading Captain 2012-2013; Lector and Song Leader at my church; elected state senator at State Girls' State Leadership Conference

Accomplishments: Rotary Student of the Year; Hugh O'Brian Youth Leadership Ambassador for my school; Fresh Face Agent Award at Odyssey Dance Competition; Placed at Nostalgia Talent Show 3 years; played Dorothy in my dance studio's production of "Hip Hop Oz"

Interesting Facts: I teach dance to 5-13 year olds; danced with the Disney characters in the ABC television special "Minnie's Magical Gathering"; modeled in the Frankie Girl Dance Costume Catalogue for the last three years; our family operates a dance studio in our home; I collect frogs of all types and shapes. Ribbit—I love it. I am the only girl with red hair of all my cousins, and I ran up the steps at our city's public library like Rocky Balboa did in the movie!

Marketing Plan: The best way to convince people to become involved in an organization is to provide them with evidence that the organization is successful in achieving its goals. The Miss "State's" Outstanding Teen Program was created to give teens an avenue to develop their speaking skills and a forum to present their talents and viewpoints. As Miss River Valley's Outstanding Teen 2013, I would market the organization by making appearances and speaking at schools to demonstrate how the experience of being involved with the Miss America's Outstanding Teen Organization can help shape young women to become well-spoken, confident, and active in their communities.

Legacy: I want to be known as the River Valley's Outstanding Teen who changed the way that people perceive teenagers. Although teens do not always portray themselves in the proper light, I want the River Valley Area, the State of "Any State," my peers, and the Miss "Any State's" Outstanding Teen Organization to reflect on my year of service as a River Valley's Outstanding Teen who proved teenagers can make a huge difference in every community.

Why I should be Miss River Valley's Outstanding Teen 20__: I would be a good choice for River Valley's Outstanding Teen because I possess the speaking skills, talent, confidence, and poise that it takes to be a local titleholder. I would also love to have the opportunity to utilize the title of Miss River Valley's Outstanding Teen to promote my social impact initiative of "*Celebrating Inclusivity*" throughout the River Valley and the state.