

Instructions for Completing the Miss California's Outstanding Teen Contestant's Resume

Please remember. This is your opportunity to demonstrate to the judges why they should consider you for the job of Miss California's Outstanding Teen. You may list as many or as few items under each category as you desire. This one page, combined with the Platform Statement, will comprise your entire application for this job. The judges will receive exactly what is submitted.

1. Go to the word processing program of your computer.
2. Start a "new" document
3. 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. Please refer to the attached sample to verify you are following the requested format.
4. With the justification set for right, type "Form 105-T". Hit Enter once. With the justification set for left, type "**Name:**" in **bold**. Following the colon (:), hit the space bar twice. 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").
5. Then, move to the next line and type "**Title:**" in **bold**. Following the colon (:), hit the space bar twice. Then, type your local title. Applicable to state contestants only.
6. Then, move to the next line and type "**Hometown:**" in **bold**. Following the colon (:), hit the space bar twice. Then type your hometown including the city and the state. Hit space bar 10 times. Then type "**DOB:**" in **bold**. Following the colon (:), hit the space bar twice. Then type your date of birth. Hit space bar 10 times. Then type "**Age:**" in **bold**. Following the colon (:), hit the space bar twice. Then type in your age on the day of the competition.
7. Double space down. Type "**Education:**" in **bold**. Hit the tab bar three times and then type your most recent school first. List in order with the most recent, all schools attended (Pre-K, elementary, middle, junior high, high school). For high school and middle school, include your cumulative GPA and the GPA scale (ie. 3.8/4.0).
8. Double space down. Hit the tab bar once. Type "**Platform Issue:**" in **bold**. Hit the tab bar three times. Type the TITLE of your platform, MAKING SURE IT LINES UP WITH THE INFORMATION ABOVE IT. DO NOT TYPE ANYTHING OTHER THAN THE TITLE.
9. Double space down. Hit the tab bar once. Type "**Scholastic / Career Ambition:**" in **bold**. Hit the Tab bar once, MAKING SURE IT LINES UP WITH THE OTHERS ABOVE IT. Then type the type of degree / education you would ultimately like to achieve and beneath that, list your career ambition.
10. Double space down. Hit the Tab bar once. Type "**Talent:**" in **bold**. Hit the Tab bar three times. Type the type of talent and specific selection. MAKE SURE IT LINES UP WITH THE INFORMATION ABOVE IT. (i.e. Pop Vocal – "Crying", Tap Dance – "Staying Alive", etc.)
11. Double space down. Type "**Scholastic Honors:**" in **bold**. Hit the space bar twice. Each item should be separated by a semi-colon (;).

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

13. Double space down. Type "**Accomplishments:**" in bold. Hit the space bar twice. Each item should be separated by a semi-colon (;).

14. Double space down. Type "**Interesting Facts:**" in bold. Hit the space bar twice. Each item should be separated by a semi-colon (;).

15. Double space down. Type "**Marketing Plan:**" in bold. Hit the space bar twice. In sentence form, explain how you would market the *Miss California'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 California's Outstanding Teen* job description will include marketing the *Miss California's Outstanding Teen* program to potential sponsors, educational institutions, and organizations.

16. Double space down. Type "**Legacy:**" in bold. Hit the space bar twice. This should be typed in sentence form. Please write what your legacy, as *Miss California's Outstanding Teen* will be. This statement should answer the question, "A year after giving up your title as *Miss California's Outstanding Teen*, what will we remember about your year of service?"

17. Double space down. Type "**Why should I be Miss California's Outstanding Teen 2005?:"** in bold. Hit the space bar twice. Explain to the judging panel why you should be selected *Miss California's Outstanding Teen* and, more importantly, why you should be selected *Miss California's Outstanding Teen* this year.

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. Attached you will see an example of what this should like. Any variations from this form 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 form will be given to the judges along with your platform statement. You will notice there is a required signature line at the bottom of the platform statement. When these two pages are put together, they create your entire application. Your signature will cover the materials listed ON BOTH PAGES. Your signature verifies that everything on your forms (both pages) is true and accurate. If it is proven that any information on these forms is not true, correct, and factual, you risk losing your local / state title.

Some spacing issues may arise. Simply follow the example provided (i.e. in some cases you may need to hit the "tab bar" four times instead of three times). Do not attempt to change margins, font, size options, or deviate from the requested criteria as set forth in this document.

Name: Jane Doe
Title: Miss Local's Outstanding Teen
Hometown: Any town, CA **DOB:** 03/27/91 **Age:** 14

Education: Kenwood High School (4.17/4.5)
Kenwood Middle School (3.8/4.0)
Kenwood Intermediate School
Deerwood Elementary School

Platform Issue: Communication is the Key

Scholastic/Career Ambition: Obtain a Medical Degree
To become a Pediatric Physician

Talent: Gospel Vocal – “Amazing Grace”

Scholastic Honors: Straight A Student; Advanced Math Award; Honor Society

Leadership Roles: Member of Girls Scouts for eight years; Student Body Representative;
Freshman Class President; Middle School Student Body President

Accomplishments: Perfect Attendance K – Present; Recipient of the Kenwood Achievement
Award; Performer, Grand Ole Opry in Nashville

Interesting Facts: The oldest of eight children; Member of Family Vocal Group; members of
our household are from 8 mos. Old to 76 years of age

Marketing Plan: My plan for extending communication in all facets of life can only open more
doors for Miss California's Outstanding Teen. Communication allows us to better understand
not only ourselves, but also those around us. I have a five-step role-playing activity that can
quickly explain

Legacy: My hope at the end of my year of service as Miss California's Outstanding Teen, is that
I have helped teens, their parents and siblings find that they can communicate in all
circumstances (fun times, sad times and in between)

Why I should be Miss California's Outstanding Teen: It is critical that the world learn to
communicate. I believe that problems can be solved or certainly can be less stressful if those
involved would only learn to communicate. My family is a “process in action” of real
communication and I believe that this will enable me to help those around me.

SAMPLE