

Instructions for Completing the Miss Georgia'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 Georgia'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. Please note: Do not put your age on the Resume!

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 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.
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.
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).
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 (;).
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 (;).

Instructions for completing the *Miss Georgia's Outstanding Teen*
Contestant's Resume continued

15. Double space down. Type “**Marketing Plan:**” in bold. Hit the space bar twice. In sentence form, explain how you would market the *Miss Georgia'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 Georgia's Outstanding Teen* job description will include marketing the *Miss Georgia'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 Georgia's Outstanding Teen* will be. This statement should answer the question, “A year after giving up your title as *Miss Georgia's Outstanding Teen*, what will we remember about your year of service?”

17. Double space down. Type “**Why should I be Miss Georgia's Outstanding Teen 2010?**” in bold. Hit the space bar twice. Explain to the judging panel why you should be selected *Miss Georgia's Outstanding Teen* and, more importantly, why you should be selected *Miss Georgia'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.