

## **Instructions for the MAOT Contestant's Resume**

Remember this is your opportunity to demonstrate to the judges why they should consider you for the job of Miss America'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. 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 (:), 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").
3. Then, move to the next line and type "**Title:**" in bold. Following the colon (:), hit the space bar twice. Then, type your state title.
4. 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.
5. 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).
6. 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.
7. 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.
8. 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, making sure it lines up with the information above it. (e.g.: Pop Vocal - "Crying", Tap Dance - "Staying Alive", etc.)
9. Double space down. Type "**Scholastic Honors:**" in bold. Hit the space bar twice. Each item should be separated by a semi-colon (;).
10. Double space down. Type "**Leadership Roles:**" in bold. Hit the space bar twice. Each item should be separated by a semi-colon (;).
11. Double space down. Type "**Accomplishments:**" in bold. Hit the space bar twice. Each item should be separated by a semi-colon (;).
12. Double space down. Type "**Interesting Facts:**" in bold. Hit the space bar twice. Each item should be separated by a semi-colon (;).
13. Double space down. Type "**Marketing Plan:**" in bold. Hit the space bar twice. In sentence form, explain how you would market the *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 America's Outstanding Teen* job description will include marketing the *Miss America's Outstanding Teen* program to potential sponsors, educational institutions, and organizations.
14. 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 America's Outstanding Teen* will be. This statement should answer the question, "A year after giving up your title as *Miss America's Outstanding Teen*, what will we remember about your year of service?"
15. Double space down. Type "**Why should I be Miss America's Outstanding Teen 20\_\_ ?**" in bold. Hit the space bar twice. Explain to the judging panel why you should be selected *Miss America's Outstanding Teen* and, more importantly, why you should be selected *Miss America's Outstanding Teen* this year.

## Important Information Regarding the Contestant 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. Attached is 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. These two pages will create your entire application. By submitting these forms to the national office you verify 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 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.

Use plain white paper for the document. No logos, crowns, names, titles, etc. It will not be excepted if it is printed on anything other than plain paper.

**Name:** Jane Doe  
**Title:** Miss State's Outstanding Teen  
**Hometown:** Any town, America

**Education:** Kenwood High School  
Kenwood Middle School  
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 America'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 America'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 America's Outstanding Teen 20\_\_:** 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