

**2021-2022 New Competitor Resume Instructions**

This is your opportunity to demonstrate to the judges why they should consider you for the job of Miss State’s Outstanding Teen. You may list as many or as few items under each category as you desire. Your only restriction is that it must follow the established format and **it must fit on one (1) page**. This page, combined with the Social Impact Initiative Statement, will comprise your entire application for this job. The judges will receive exactly what is submitted. Any item incorrectly submitted that does not fit the established criteria may be submitted to the judges without an opportunity to correct.

It is important that these instructions are followed, even when using the preformatted page included:

1. This is a fillable document.
2. All your information **must fit on one (1) page. NO EXCEPTIONS!**
3. Do not change the margins. Margins are already set.
4. Do not change the font. The font is already set.
5. Do not change the type size. It is set at 12 at the top and 11 in the body.
6. Begin at the top of the page and insert/replace your “Name” and “Local Title”. Do not put “Miss Massachusetts’ Outstanding Teen” as your Title. Your Name and Title should be centered. **If you do not hold a local title, please put At-Large Candidate.**
7. Fill in the listed items at the top appropriately: Education, Social Impact Initiative, Scholastic Ambition, Career Ambition, Talent Presentation.
8. After each heading below the gold line, begin typing where it says, “start typing”. All rows should line up on the entire resume. Please refer to the resume sample we’ve included from Tess.
9. Leave one or two spaces between each heading. Whichever is necessary to ensure that all your information **fits on one (1) page**.
10. The “Summary” is anything you wish to convey to the judges. There are no rules or guidelines. It truly is whatever you wish to tell the judges or whatever you want the judges to know. We are not meant to specifically tell or suggest to you what to write here. It is your choice alone.

This form is given to the judges with your Social Impact Initiative Statement. You will notice there is a REQUIRED SIGNATURE LINE at the bottom of the SII. When these two pages are put together, they will create your entire application. Your signature and your parent/guardian’s covers the materials listed ON BOTH PAGES. Your signature verifies that everything on the forms you submit is true and accurate. If it is proven that any information on these forms is not true, correct and factual, you risk disqualification from competing in the National Competition and losing your Local/State Title.