Remember this is your opportunity to demonstrate to the judges why they should consider you for the position

of Miss Local’s or State’s Outstanding Teen. You may list as many or as few items under each category as you

desire. This one page, combined with your Platform Statement, and your Pageant Contestant Contract will

comprise your entire application for the responsibility of becoming Miss Local’s or State’s Outstanding Teen.

The judges will receive your resume exactly as it 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.

1. With the justification set for left, type “Name:” in bold. Following the colon (:), press the tab key two

or three 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”, please type “Deborah Smith”).

1. Then, move to the next line and type “Title:” in bold. Following the colon (:), press the tab key two or

three times. Then, type the “Local” title that you hold OR “At-Large” for state pageants.

1. Then, move to the next line and type “Hometown:” in bold. Following the colon (:), press the tab key

two or three times. Then type your hometown including the city and the state.

1. Double space down. Type “Education:” in bold. Following the colon (:), press the tab key two or three

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.).

1. Double space down. Type “Platform Issue:” in bold. Following the colon (:), press the tab key two or

three times. Type the title of your platform, making sure it lines up with the other information above it.

Do not type anything other than the platform title.

1. Double space down. Type “Scholastic/Career Ambition:” in bold. Following the colon (:), press the

tab key one or so times. 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.

1. Double space down. Type “Talent:” in bold. Following the colon (:), press the tab key two or three

times. Type the type of talent you will perform and specific 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.)

1. 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 (;).

1. 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 (;).

1. 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!

1. 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!

1. 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.

1. 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 giving up your title

as Miss Local’s or State’s Outstanding Teen, what will people remember about your year of service?”

1. 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 should be selected Miss Local’s or State’s Outstanding Teen and,

more importantly, why you should be selected Miss Local’s or State’s Outstanding Teen this year.

**Important Information Regarding the Contestant’s Judges 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. Please review the example of what the resume format

look like. Any variations from this format 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 resume, your platform statement, and possibly a local pageant program book will be the only documents

the judges will receive about you. By submitting these forms to your local teen organization, you certify that

everything on your forms is true and accurate. If it is proven that any information on these forms is not true,

correct, and factual, you risk losing your title.

Some spacing issues may arise. Simply follow the example provided. Depending upon the set up 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.