



## Instructions for Preparing Local Representatives' Contestant Resumes for the STATE FINALS of the Miss America's Outstanding Teen Competition

Remember this is your opportunity to demonstrate to the judges why they should consider you for the position of Miss Kansas' 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, your National Pageant Contestant Contract, and transcripts will comprise your entire application for the responsibility of becoming Miss Kansas' 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.
2. With the justification set for left, type "Name:" in bold. Following the colon (:), press the tab key five 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").
3. Single space down, type "Title:" in bold. Following the colon (:), press the tab key five times. Then, type your State title in the format of "Miss State's Outstanding Teen".
4. Single space down, type "Hometown:" in bold. Following the colon (:), press the tab key four times. Then type your hometown including the city and the state.
5. Double space down. Type "Education:" in bold. Following the colon (:), press the tab key four 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.).
6. Double space down. Type "Platform Issue:" in bold. Following the colon (:), press the tab key 3 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.
7. Double space down. Type "Scholastic/Career Ambition:" in bold. Following the colon (:), press the tab key one time. 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.
8. Double space down. Type "Talent:" in bold. Following the colon (:), press the tab key 4 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 - "Gold", Tap Dance - "Staying Alive", etc.)
9. 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 (;).
10. 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 (;).
11. Double space down. Type "Accomplishments:" in bold. Following the colon (:), press the space bar twice. Each item should be separated by a semi-colon (;).
12. 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 (;).



13. 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 Kansas’ 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 Kansas’s Outstanding Teen responsibilities includes marketing the Miss America’s Outstanding Teen program to potential sponsors, educational institutions, and organizations.
14. Double space down. Type “**How would I promote the MKSOTeen Organization?**” in bold. Following the colon (:), press the space bar twice. This should be typed in sentence form. Explain to the judging panel how you would promote the organization, service and the scholarships that are afforded to yourself and all the young ladies involved. (BE SPECIFIC)

### 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. Below is an example of what the resume format looks like (of course without the “2011 Sample” box). 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 the Miss Kansas’ Outstanding Teen Program book will be the only documents the judges will receive about you. By submitting these forms to the Miss Kansas’ Outstanding Teen organization, you certify that everything on your forms are true and accurate. If it is proven that any information on these forms are not true, correct, and factual, you risk losing your title and your scholarships.

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 1/2” X 11” paper.



**Name:** Deborah Smith  
**Title:** Miss State's Outstanding Teen  
**Hometown:** Any town, America

**Education:** River Valley High School  
River Valley Middle School  
River Valley Intermediate School  
River Valley Elementary School



**Platform Issue:** Celebrating Inclusivity

**Scholastic/Career Ambition:** Juris Doctor Degree (J.D.)  
Attorney specializing in entertainment law

**Talent:** Tap Dance: "I Gotta Feeling" by the Black Eyed Peas

**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 River Valley 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 months old to 76 years of age

**Marketing Plan:** My plan for extending inclusivity in all facets of life can only open more doors for Miss America's Outstanding Teen. Inclusivity 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.

**How would I promote the MAOTeen Organization?:** (BE SPECIFIC)