

## Instructions for Completing the Miss Florida'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 Florida'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 (;).

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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 (;).

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

17. Double space down. Type "**Why should I be Miss Florida's Outstanding Teen 2006?**" in **bold**. Hit the space bar twice. Explain to the judging panel why you should be selected *Miss Florida's Outstanding Teen* and, more importantly, why you should be selected *Miss Florida'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.

**Name:** Sierra Minott  
**Title:** Miss Florida's Outstanding Teen  
**Hometown:** Ft. Myers, Florida

**Education:** Ft. Myers High School  
Paul Laurence Dunbar Middle School  
Orangewood Elementary School  
Three Oaks Elementary School

**Platform Issue:** TrueLies: Teaching Teens to Love, Honor, and Remain Pure

**Scholastic/Career Ambition:** Obtain a Masters Degree in Psychology  
To become a Counselor/Therapist

**Talent:** Jazz Dance – “Life of the Party”

**Scholastic Honors:** National Honor Society with 4.2 GPA; Rho Kappa Social Studies Honor Society; Quill & Scroll Journalism Honor Society; Selected for Who's Who Among American High School Students

**Leadership Roles:** Senior Class Vice-President for 2006-2006 School Year; President of Thespian Troupe 334; Student Government Association Representative; Freshman Class Treasurer; Student Leader in Youth Group, Middle School Dance Teacher

**Accomplishments:** Received 2<sup>nd</sup> Place in county-wide essay contest; Elite Gold Medal on Dance Solo; Musical Theatre Excellence Award; Lead in school musical; Completed over 200 hours in the Community, Action, Service program over the past year;

**Interesting Facts:** Miss Florida's Outstanding Teen Pageant was only the second pageant I've ever competed in; I enjoy cooking, scrapbooking, and photography

**Marketing Plan:** My enthusiasm and belief in the *Miss Florida's Outstanding Teen* program will be the driving force behind my plan for marketing this program. By simply receiving the opportunity to verbally advocate this program, I will use my experience in public speaking to raise support of potential sponsors, schools, and the general public. My passion for raising self-esteem in teenagers will open numerous doors for the *Miss Florida's Outstanding Teen* organization as the true heart behind the program is revealed.

**Legacy:** At the end of my year of service as *Miss Florida's Outstanding Teen*, I would like to be remembered as someone who helped teenagers to realize that true beauty comes from the heart and lived everyday to make a difference in someone else's life.

**Why I should be Miss Florida's Outstanding Teen 2006:** Low self-esteem is the biggest problem that is plaguing teenagers today. As Miss Florida's Outstanding Teen I will reach out to all teenagers to let them know that they are special and unique and teach them how to be confident in who they are. By giving my personal testimony, I will inspire others to believe in themselves and put a higher value on inner beauty.