

Name: Susie Smith  
Title: Miss Title

Hometown: Fargo, CA  
Date of Birth: December 29, 1989

**Education:** California High School – Class of 2012

**Scholastic/Career Ambition:** Obtain a Masters of Business Administration

**Platform Statement:** “Supporting School Lunch Programs”

**Scholastic Honors:** Recipient of National Coca-Cola Scholarship; Recipient of the Metropolitan Urban League National Scholarship; Dean’s List; Member of the President’s Leadership Council at the UCF

**Leadership Roles:** Created and implemented a comprehensive Cultural Diversity Education Curriculum for grades K-12 in twelve Public Schools; University Student Body Senator; H.S. Sr. Class Pres.; College Sorority President.

**Accomplishments:** Recipient of the J.C. Penney Golden Rule Award for Outstanding Volunteer Service to Community; Recipient of the National Conference for Community and Justice Humanitarian Award; Performer, Grand Ole Opry in Nashville; Piano Performance scholarship at State University.

**Interesting Facts:** First person on either side of my family to attend college; Youngest of five children with a 13-year gap between me and my next oldest sister and an almost 20-year gap between the oldest and myself.

**Employment:** Internship with a Law Firm; Internship with local ABC television affiliate; Student Assistant at State University.

**Platform Statement:**

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**How do Competition programs make a difference in society?** Delicillo in pos pro blam eum invelitatur, corehen daecest rendit reperum equasseque numque magnime venda volum exerio et accus dolupta quaspit volorem volupta si que illique mo quibus a corit peliquiam eum et adi doluptasitis quatur aut dolore dignihil moluptaque vel int preheni hi

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## Instructions for Completing Candidate Resume

Please remember this is your opportunity to demonstrate to the judges why they should consider you to serve as a titleholder. 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 page. Your Resume and Head-shot photo will comprise your entire application for this job. The judges will receive exactly what is submitted.

Any items submitted that do not fit the established criteria will be returned for correction only once. Any items, which do not meet the criteria or are submitted after the deadline, will not be given to the judges. If your resume arrives on the day of the deadline, but does not meet the criteria, there will not be time to return it to you; therefore, it will not be given to the judges.

### The candidate may explain the lack of judging materials during her interview, if she so chooses.

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 New 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 LaCricia 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 the title you are competing for.
6. Then, move to the next line and type “Hometown:” in bold. Following the colon (:), hit the space bar once. Then, type your hometown including the city and the state. (EX: Hemet, CA)
7. Move to the next line. Now set your justification to the right. Type “Date of Birth:” in bold. Hit the space bar two (2) times, and type the month, day, and year of your birth. (Ex. October 10, 1989)
8. Double space down. Set justification to the left and type “Education:” in bold. Hit the tab bar three times and then type your most recent school first. If it is grad school, indicate it as such. List degree seeking (all on the same line as the name of the school), move to the line underneath that to list your undergraduate school and degree sought/achieved, and below that list your high school.
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 “Platform Statement:” in bold. Hit the Tab bar once, **MAKING SURE IT LINES UP WITH THE OTHERS ABOVE IT**. Then type your chosen Platform Statement. Example is attached.
11. Double space down. Type “Scholastic Honors:” in bold. Hit the space bar twice. Each item should be separated by a semi-colon (;).
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 “Employment:” in bold. Hit the space bar twice. Each item should be separated by a semi-colon (;).
16. Double space down. Type “Platform Statement?” In bold. Hit the space bar twice. Please provide a brief synopsis of your chosen platform.
17. Double space down. Type “How do Competition programs make a difference in society?” In bold. Hit the space bar twice. Please answer the question in sentence form.
18. Double Space down. Type “What Local issue, will have the greatest impact on your generation and why?” In bold. Hit the space bar twice. Please answer the question in sentence form.

The entire form **MUST FIT ON ONE PAGE** using the Times New Roman font style. You must leave a 1” margin on all four sides 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 it should look like.**

Some spacing issues may arise. Simply follow the example provided.

### **PLATFORM STATEMENT**

**Each candidate is expected to select a local cause or nonprofit they would like to support throughout their year of service. Resume should include a “PLATFORM STATEMENT” and a review of their chosen platform. Areas to consider are: *What, Why and How.* (See Platform Statement Sample Attached)**