

Instructions for Typing the 2019 State Candidate's Resume

This is your opportunity to demonstrate to the state judges why they should consider you for the job of Miss Utah. 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 two (2) pages. The resume, combined with the Social Impact 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. Create a "New" document with your computer's Word program.
2. 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.
3. 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").
4. Then, move to the next line and type "**Title:**" in bold. Following the colon (:), hit the space bar twice. Then, type your state title.
5. 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.
6. 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, 1995)
7. Move Justification to the left. Double space down 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.
8. Double space down. Type "**Social Impact Statement:**" in bold. Hit the tab bar three times. Type the TITLE of your Social Impact Statement. MAKE SURE IT LINES UP WITH THE INFORMATION ABOVE IT. DO NOT TYPE ANYTHING OTHER THAN THE TITLE.
9. Double space down. Type "**Scholastic/Career Ambition:**" in bold. Hit the Tab bar once, MAKE 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. 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 (;).
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 **“What can you do during your year to begin making a lasting impact on your community?” in bold**. Hit the space bar twice. Please answer the question in sentence form.
17. Double space down. Type **“Other than scholarships, why are you choosing to participate in the Miss America program?” in bold**. Hit the space bar twice. Please answer the question in sentence form.
18. Double Space down. Type **“Describe the best use of your scholarships.in bold.”** Hit the space bar twice. Please answer the question in sentence form.
19. Double Space down. Type **“Why is talent an important part of the competition to you?”** Hit the space bar twice. Please answer the question in sentence form.
20. Double Space down. Type **“What would be the most important day to day activity you would do to advance your year as Miss Utah?”** Hit the space bar twice. Please answer the question in sentence form.
21. Double Space down. Type **“How would you best use social media to advance the job of Miss Utah?”** Hit the space bar twice. Please answer the question in sentence form.
22. Use your best judgment on what is most important for the judges to know about you. Please limit your question responses to four or five sentences.
23. The entire resume must fit on two (2) pages using the Times New Roman font style. You must leave a 1” margin on all four sides of the page.

Name:

Title:

Hometown:

Date of Birth:

Education:

Social Impact Statement:

Scholastic/Career Ambition:

Talent:

Scholastic Honors:

Leadership Roles:

Accomplishments:

Interesting Facts:

Employment:

What can you do during your year to begin making a lasting impact on your community?

Other than scholarships, why are you choosing to participate in the Miss Utah program?

Describe the best use of your scholarships.

Why is talent an important part of the competition to you?

What would be the most important day to day activity you would do to advance your year as Miss Utah?

How would you best use social media to advance the job of Miss Utah?