

Instructions for Typing the 2021 Miss Carbon County & Miss Teen Carbon County Resume

-This is your opportunity to demonstrate to the state judges why they should consider you for the job of Miss Carbon County or Miss Teen Carbon County.

-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.

-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 or Google Docs.
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 (:), Type your name.
4. 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.
5. Move to the next line. Type "Date of Birth:" in bold. Type the month, day, and year of your birth. (Ex. October 10, 1995)
6. DOUBLE space down and type "Education:" in bold. Hit the tab bar three times and then type your most recent school first. For Miss Carbon County list college if attending college and then below that your high school. For Miss TEEN Carbon County list your high school if in high school, below that your middle school/junior high, and below that your elementary school.
7. Single space down. Type "Service Platform:" in bold. Hit the tab bar three times. Type the TITLE of your Service Platform. MAKE SURE IT LINES UP WITH THE INFORMATION ABOVE IT. DO NOT TYPE ANYTHING OTHER THAN THE TITLE.
8. Single 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.

9. Single 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.)

10. DOUBLE space down. Type "Scholastic Honors:" in bold. List Scholastic Honors you have received. Each item should be separated by a semi-colon (;).

12. Single space down. Type "Leadership Roles:" in bold. List leadership roles. Each item should be separated by a semi-colon (;).

13. Single space down. Type "Accomplishments:" in bold. List your accomplishments. Each item should be separated by a semi-colon (;).

14. Single space down. Type "Interesting Facts:" in bold. Each item should be separated by a semi-colon (;).

16. Single space down. Type "How has the world you come from shaped your dreams and aspirations?" in bold. Please answer the question in sentence form.

15. Single space down. Type "In your opinion, what is the most important part of the competition?" in bold. Please answer the question in sentence form.

17. Single Space down. Type "Why should you be Miss Carbon County 2021?" for MISS. "Why should you be Miss Teen Carbon County?" for TEEN. Don't put both. Please answer the question in sentence form.

19. 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.

20. The entire resume 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 THE EXAMPLE BELOW FOR REFERENCE.

Name: Jane Smith
Hometown: Price, UT
Date of Birth: March 20, 2000

Education: Utah State University Eastern
Carbon High School

Service Platform: Celebrating Cultural Diversity

Scholastic/Career Ambition: Obtain a Doctor of Medicine Degree
Pediatric Specialist

Talent: Vocal Solo - "Example"

Scholastic Honors: This is an Example; This is an Example; This is an Example; This is an Example;
This is an Example; This is an Example; This is an Example;

Leadership Roles: This is an Example; This is an Example; This is an Example; This is an Example;
This is an Example; This is an Example;

Accomplishments: This is an Example; This is an Example; This is an Example; This is an Example;
This is an Example; This is an Example; This is an Example; This is an Example; This is an Example;
This is an Example; This is an Example; This is an Example; This is an Example;

Interesting Facts: This is an Example; This is an Example; This is an Example; This is an Example; This
is an Example; This is an Example; This is an Example; This is an Example; This is an Example; This is
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In your opinion, what is the most important part of the competition? Lorem ipsum dolor sit amet,
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