

Instructions for Completing the Miss Huntington Beach Contestant's Resume

Please remember. This is your opportunity to demonstrate to the judges why they should consider you for the job of Miss Huntington Beach. 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. This page, combined with the Platform Statement, 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 contestant 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. Type "FORM 105" and right justify. Hit the enter bar, then, type "CONTESTANT RESUME" in bold, centered. Hit the enter bar twice.
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 your local title.
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.
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, 1979)
8. Move Justification to the left. Double space down. "**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), , list the years attended, move to the line underneath that to list your undergraduate school and degree sought/achieved and years attended, and below that list your high school and years attended.
9. 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.
10. 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.
11. 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.)

Instructions for Completing the Miss America Contestant's Resume

12. Double space down. Type **"Scholastic Honors:"** in bold. Hit the space bar twice. Each item should be separated by a semi-colon (;).

13. Double space down. Type **"Leadership Roles:"** in bold. Hit the space bar twice. Each item should be separated by a semi-colon (;).

14. Double space down. Type **"Accomplishments:"** in bold. Hit the space bar twice. Each item should be separated by a semi-colon (;).

15. Double space down. Type **"Interesting Facts:"** in bold. Hit the space bar twice. Each item should be separated by a semi-colon (;).

16. Double space down. Type **"Employment:"** in bold. Hit the space bar twice. Each item should be separated by a semi-colon (;).

17. Double space down. Type **"Marketing Plan:"** in bold. Hit the space bar twice. In sentence form, explain how you would market the Miss America "Brand." Please include any relevant experience you have had which may uniquely qualify you to serve in this position. Please be aware that a portion of the Miss California job description will include marketing the Miss California & America Organizations to corporate sponsors, commercial sponsors, and other national organizations. (Both For-Profit and Non-Profit)

18. 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 MissHuntington Beach will be. This statement should answer the question, "A year after giving up your title as Miss Huntington Beach, what will we remember about your year of service?"

19. Double Space down. Type **"Why I should be Miss Huntington Beach this year:"** in bold. Hit the space bar twice. Explain to the judging panel why you should be selected Miss Huntington beach and, more importantly, why you should be selected Miss Huntington Beach this year. Why is it critical for you to be Miss Huntington Beach right now?

Please remember that 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. 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.

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 will create your entire application. Your signature will cover the materials listed ON BOTH PAGES. Your signature verifies that everything on your forms 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.

CONTESTANT RESUME

Name: Jane Doe

Title: Miss Local

Hometown: Anytown, America

Date of Birth: December 29, 1981

Education: University of CA, sophomore, Bachelor of Science, Liberal Arts (2004-present)
Frederick Douglass High School (2000-2004)

Platform Issue: Celebrating Cultural Diversity and Inclusiveness

Scholastic/Career Ambition: Obtain a Masters of Business Administration

Talent: Pop Vocal/"Fallen"

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; Have completed two (2) marathons; 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 .

Marketing Plan: I would combine my experience as an intern with a major national marketing firm with my strong belief in the Miss America Organization to establish a three-step plan to market this national program. I would work at educating these corporate and commercial sponsors on the "truth" of our organization. Through meetings with key decision makers within these organizations, I would change their attitudes toward the benefits of partnering with our organization. Finally, I would then "ask for the sale" and demonstrate to them how a joint partnership will further the goals of both organizations.

Legacy: My hope is that in the year of my service as Miss California, I would leave a marked, concrete, and measurable difference in this nation regarding the way we respect each other's cultural heritage. I hope that through my continued involvement on the national level with the National Conference for Community and Justice that we will hold events at the grassroots level which not only discuss that topic, but bring about local and state-wide policy changes in which we address cultural diversity in the workplace.

Why I should be Miss California this year: It is critical for California to face and embrace its cultural diversity issues and it must be done now. The traditional ethnic make-up of our country is rapidly changing and unless we confront and inoculate the potential conflicts which might arise, we are headed to potential racial conflicts we have not seen since the 1960s. These conflicts are generally caused by fear and ignorance. Through a nation-wide spokesperson who can give this issue a face and a voice, we can begin the educational process which needs to take place. The reality is that Miss California can have her greatest sphere of influence among our nation's youth. By placing Miss California in the midst of our nation's young people and we start the process of changing mindsets and, ultimately, changing the way in which they will treat one another in the future. The issues related to Celebrating Cultural Diversity and Inclusiveness are not just related to race, but also to religion, cultural differences, and sexism. There is no greater role for Miss California than to educate, empower, and embrace the issue of cultural diversity at this point in our nation's history.