

Instructions for Completing the MWV Contestant's Resume

Please remember this is your opportunity to demonstrate to the judges why they should consider you for the job of Miss West Virginia. 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.
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 state 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 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 "**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.)
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 West Virginia “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 West Virginia job description will include marketing the Miss West Virginia Organization 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 Miss West Virginia will be. This statement should answer the question, “A year after giving up your title as Miss West Virginia, what will we remember about your year of service?”
19. Double Space down. Type “**Why I should be Miss West Virginia this year:**” in bold. Hit the space bar twice. Explain to the judging panel why you should be selected Miss West Virginia and, more importantly, why you should be selected Miss West Virginia this year. Why is it critical for you to be Miss West Virginia right now?

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.

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