**Miss Carroll County Pre-Teen Resume Instructions and Sample**

Miss University City’s Pre-Teen Organization - Instructions for Preparing the Judges Resume

Remember this is your opportunity to demonstrate to the judges why they should consider you for the position of Miss University City’s Pre-Teen. You may list as many or as few items under each category as you desire. This one page document will be used for production purposes only.

1. 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 Roman font style.

2. With the justification set for left, type “**Name:”** in bold. Following the colon (:), press the tab key two or three times. Then, type your name as you wish the judges to know it. (If your name is Mary Deborah Smith and you want to be known as “Deborah Smith”, please type “Deborah Smith”).

3. Then, move to the next line and type “**Title:”** in bold. Following the colon (:), press the tab key two or three times. Then, type Miss University City’s Pre-Teen.

4. Then, move to the next line and type “**Hometown:”** in bold. Following the colon (:), press the tab key two or three times. Then type your hometown including the city and the state.

5. Double space down. Type “**Education:**” in bold. Following the colon (:), press the tab key two or three times. Then type your most recent school first. List in order with the most recent, all schools attended (middle school, elementary school, Pre-K, etc.).

6. Double space down. Type “**Scholastic/Career Ambition:**” in bold. Following the colon (:), press the tab key one or so times. Then type the type of degree/education you would ultimately like to achieve, making sure it lines up with the other information above it. Beneath that, list your career ambition.

7. Double space down. Type “**Talent:**” in bold. Following the colon (:), press the tab key two or three times. Type the type of talent you will perform and specific selection, making sure it lines up with the information above it. (e.g., Pop Vocal - “Rolling in the Deep”, Tap Dance - “Moves Like Jagger”, etc.)

8. Double space down. Type “**Scholastic Honors:**” in bold. Following the colon (:), press the space bar twice. Type your scholastic honors. Each item should be separated by a semi-colon (;).

9. Double space down. Type “**Leadership Roles:**” in bold. Following the colon (:), press the space bar twice. Each item should be separated by a semi-colon (;).

10. Double space down. Type “**Accomplishments:**” in bold. Following the colon (:), press the space bar twice. Each item should be separated by a semi-colon (;). Do not include any previous titles you have held.

11. Double space down. Type “**Interesting Facts:**” in bold. Following the colon (:), press the space bar twice. Each item should be separated by a semi-colon (;). Do not include any previous titles you have held.

You must leave a 1” margin on all four side of the page. Use your best judgment on what is most important for the judges to know about you. Use your space wisely. Please review the example of what the resume format look like.

CHECK SPELLING AND GRAMMAR!!

 By submitting these forms to your local Pre-Teen Organization, you certify that everything on your forms is true and accurate.

Some spacing issues may arise. Simply follow the example provided. Depending upon the set up of your document, you may need to press the “tab key” fewer or more times than indicated above).

Do not attempt to change margins, font, size options, or deviate from the requested criteria as set forth in this document.

Use plain white paper for the document. Do not use paper with logos, crowns, names, decorations, or other embellishments. It will not be accepted if it is printed on anything other than plain white 8 ½” X 11” paper.

**Miss Carroll County’s Pre-Teen Resume Sample**

**Title:** Miss Carroll County’s Pre-Teen

**Hometown:** Cumberland, Maryland

**Education:** Washington Middle School

Gephart Elementary School

**Talent**: Pop Vocal- “Rolling in the Deep”

**Scholastic Honors:**  Honor Roll all report card periods; In Gifted and Talented Program; Perfect Attendance Award; French Award; Eleanor Roosevelt Cultural Diversity Award

**Leadership Roles:**  Organized a teen volunteer group to entertain at a local nursing home; Secretary of Nostalgia Rotary Interact Club; Red’s Cheerleading Captain 2012-2013; Lector and Song Leader at my church; elected state senator at State Girls’ State Leadership Conference

**Accomplishments:**  Rotary Student of the Year; Hugh O'Brian Youth Leadership Ambassador for my school; Fresh Face Agent Award at Odyssey Dance Competition; Placed at Nostalgia Talent Show 3 years; played Dorothy in my dance studio's production of "Hip Hop Oz”

**Interesting Facts:**  I teach dance to 5-13 year olds; danced with the Disney characters in the ABC television special “Minnie's Magical Gathering”; modeled in the Frankie Girl Dance Costume Catalogue for the last three years; our family operates a dance studio in our home; I collect frogs of all types and shapes. Ribbit—I love it. I am the only girl with red hair of all my cousins, and I ran up the steps at our city’s public library like Rocky Balboa did in the movie!