



Instructions for Contestant Résumé

Please remember! This is your opportunity to demonstrate to the judges why you should be considered for the job of Pre-Teen Princess Louisiana, Junior Teen Princess Louisiana or Teen Princess Louisiana. You may list as many or as few items under each category as you desire. This one page, combined with the Community Service Essay, will comprise your entire application for this job. Your Resume MUST fit on one page. The judges will receive exactly what is submitted!

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 Mary Deborah Smith and you want to be known as “Deborah Smith”, please type “Deborah Smith”).
5. Then, move to the next line and type “**Division:**” in **bold**. Following the colon (:), hit the space bar twice. Then type the age division in which you are competing, i.e., Pre-Teen Princess, Junior Teen Princess or Teen Princess.
6. Then, move to the next line and type “**Hometown:**” in **bold**. Following the colon (:), hit the space bar twice. Then type your hometown including the city and the state.
7. Single space down. Type “**Date of Birth:**” in **bold**. Following the colon (:), hit the space bar twice. Then type your date of birth.
8. Double space down. Type “**Education:**” in **bold**. Hit the tab bar three times and then type your most recent school first. List in order with the most recent, all schools attended (college, high school, middle school, elementary).
9. Double space down. Type “**Community Service Project:**” in **bold**. Hit the tab bar three times. Type the TITLE of your community service project, MAKING SURE IT LINES UP WITH THE INFORMATION ABOVE IT. DO NOT TYPE ANYTHING OTHER THAN THE TITLE.
10. Double space down. 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. 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 “**Why should I be Pre-Teen Princess Louisiana 2013?**” in **bold**. (Replace **Pre-Teen** with Junior Teen, or Teen depending on your age division.) Hit the space bar twice. Explain to the judging panel why you should be selected as the winner in your age division.

16. Space down four lines. Type a line using the underline key 35 spaces long. Return and type “Signature/Date.” Be sure to sign and date the form.

Please remember that the entire form MUST FIT ON ONE PAGE using the Times Roman font style. 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. Attached you will see an example of what this 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. **CHECK SPELLING AND GRAMMAR!!**

This form will be given to the judges along with your community service essay. When these two pages are put together, they create your entire application. Your signature will cover the materials listed ON BOTH PAGES. Your signature verifies that everything on your forms (both pages) is true and accurate. If it is proven that any information on these forms is not true, correct, or factual, you risk losing your 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.

Name: Jane Doe
Division: Pre-Teen, Junior Teen or Teen
Hometown: Any town, America
Date of Birth: January 2, 1997

Education: Kenwood High School
Kenwood Middle School
Kenwood Intermediate School
Deerwood Elementary School

Community Service Project: School and Community Beautification

Scholastic/Career Ambition: Obtain a Medical Degree
To become a Pediatric Physician

Scholastic Honors: Straight A Student; Advanced Math Award; Honor Society

Leadership Roles: Member of Girls Scouts for eight years; Student Body Representative;
Freshman Class President; Captain of cheerleading squad

Accomplishments: Perfect Attendance K – Present; Recipient of the Kenwood Achievement Award; Performed at the Grand Ole Opry in Nashville

Interesting Facts: The oldest of eight children; Member of Family Vocal Group; members of our household are from 8 mos. old to 76 years of age; have traveled to 8 different countries

Why should I be *Pre-/Junior/Teen Princess Louisiana 2017*? It is critical that the world learn to communicate. I believe that problems can be solved or certainly can be less stressful if those involved would only learn to communicate. My family is a “process in action” of real communication, and I believe that this will enable me to help those around me.

Signature/Date

EXAMPLE



Instructions for Community Service Essay

Please remember. This **ONE (1) page, single-spaced** document combined with the Contestant's Resume, 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, time permitting. Any items which do not meet the criteria or are submitted after the deadline will not be given to the judges. The contestant may explain the lack of judging materials during her interview, if she so chooses. The essay should include an explanation of your community service activities, why you participate in community service projects, and why it is important for others to participate in these activities.

1. Go to the word processing program of your computer.
2. Start a "new" document.
3. Set the 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 only.
4. With the justification set to the far left, type "**Contestant:**" in bold. Following the colon (:), hit the space bar twice. Then, type your name.
5. Then move to the next line, with the justification set to the far left, type "**Division:**" in bold. Following the colon (:), hit the space bar twice. Then, type the division in which you are competing.
6. Double space down. Set the justification to the center. Then type in **bold and underline** the title of your community service project or issue.
7. Double space down. Set the justification to the far left. Write what you feel is critical for the judges to know about your community service and how having the title of Miss Teen Princess Louisiana will help to promote this issue. What you write will be what the judges know about your community service, your role in successfully dealing with this issue, and the role that Teen Princess Louisiana may play in your plan.
8. The essay may include some of the following items (this is not meant as an exhaustive list):
 - 👑 A clear description of your community service
 - 👑 The importance of community service in your life
 - 👑 The way in which you encourage others to participate
 - 👑 What your goals are for your community service project
 - 👑 How you propose to fund your ideas/plans
 - 👑 Any significant accomplishments you have made in regard to your issue
9. *You must have the essay signed by someone who can verify that the information in the essay is true. Some examples include school officials, church officials, and community service project organizers. Essays will not be accepted without this verification.*

Contestant: Jane Doe
Division: Junior Teen Princess

Title

E X A M P L E

I hereby certify to the best of my knowledge that the above information and statements made by the contestant are true and factual.

Name: _____ Title: _____

Signature: _____ Date: _____

Contact information: _____

Instructions for Judges' BLACK & WHITE Photo

Your Name Here

EXAMPLE

Place
your
photo
here.

EXAMPLE

- Create a new Word Document;
- Set 1 inch side and top margins;
 - Center;
- Type your name using a 24 pt. **BOLD Times New Roman** font;
 - Position 5x7 Headshot in center of page as indicated;
- Place on copy machine glass & make 6 (six) **BLACK & WHITE** copies.