

Miss Draper 2022 Candidate Resume Instructions

This is your opportunity to demonstrate to the judges why they should consider you for the job of Miss Draper. You may list as many or as few items under each category as you desire. The judges will receive exactly what is submitted. We encourage you to have others look over it and edit as needed.

Your only restriction is that it must follow the established format and fit on one (1) page. This page, combined with your Application, Community Service Initiative Essay and Reference Letter will comprise your entire application for this job.

1. Create a “New” document with your computer’s Word program.
2. Set margins for 1" on all four sides. The font size 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 below (Page 3) to verify you are following the requested format.
3. With the justification set for left, type “**Name:**” in bold. Following the colon (:), hit the spacebar twice. Then, type your name as you wish the judges to know it. (If your name is Amelia Deborah Smith but you want to be known as “Deborah Smith”, please type Deborah Smith.)
4. Tab five times after your name. Type “**Date of Birth:**” in bold. Following the colon (:), hit the spacebar two (2) times and type the month, day, and year of your birth. (Ex. January 1, 2000)
5. Double space down and type “**Education:**” in bold. Following the colon (:), hit the spacebar two (2) 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. Please include the city and state next to the name of each school. ***The school that you plan to attend between **June 7, 2022 through June 7, 2023** must be in Utah.
6. Double space down. Type “**Community Service Initiative/Issue/Cause:**” in bold. Following the colon (:), hit the spacebar two (2) times. Type the TITLE and/or BRIEF DESCRIPTION of your community service project(s)/ platform. DO NOT TYPE ANYTHING OTHER THAN THE TITLE and/or BRIEF DESCRIPTION.
7. Double space down. Hit the tab bar once. Type “**Scholastic/Career Ambition:**” in bold. Following the colon (:), hit the spacebar two (2) times. Type the degree/education you would like to achieve and beneath that, list your career ambition.

8. Double space down. Type **“Scholastic Honors:” in bold**. Following the colon (:), hit the spacebar twice. Each item should be separated by a semi-colon (;).
9. Double space down. Type **“Leadership Roles:” in bold**. Following the colon (:), hit the spacebar twice. Each item should be separated by a semi-colon (;).
10. Double space down. Type **“Service & Volunteer Work:”** Following the colon (:), hit the spacebar twice. Each item should be separated by a semi-colon (;). Please include all service and volunteer work you’ve participated in from **9th grade to the present**. At the end of your list hit the spacebar twice. TYPE **“Total Hours Donated:” in bold**. Hit the spacebar twice and type in the number of hours you’ve donated from **9th grade to present**.
11. Double space down. Type **“Accomplishments:” in bold**. Following the colon (:), hit the spacebar twice. Each item should be separated by a semi-colon (;).
12. Double space down. Type **“Interesting Facts:” in bold**. Following the colon (:), hit the spacebar twice. Each item should be separated by a semi-colon (;). and should be items/events/etc., interesting and unique to you.
13. Double space down. Type **“Employment:” in bold**. Following the colon (:), hit the spacebar twice. Each item should be separated by a semi-colon (;). List the name of the company and position held for each item.
14. Double space down. Type **“Marketing/Implementation Plan for Community Service Initiative/Issue/Cause:” in bold**. Following the colon (:), hit the spacebar twice. Please explain in sentence form.
15. Double space down. Type **“What makes Draper special to me:” in bold**. Following the colon (:), hit the spacebar twice. Please explain in sentence form.
16. Double Space down. Type **“Why I should be Miss Draper this year:” in bold**. Following the colon (:), hit the spacebar twice. Please explain in sentence form.
17. Use your best judgment on what is most important for the judges to know about you. Use the space wisely.
18. The entire form must fit on one (1) page using the Times New Roman font style. You must leave a 1” margin on all four sides of the page.

Name:

Date of Birth:

Education:

Community Service Initiative/Issue/Cause:

Scholastic/Career Ambition:

Scholastic Honors:

Leadership Roles:

Service & Volunteer Work:

Accomplishments:

Interesting Facts:

Employment:

Marketing/Implementation Plan for Community Service Initiative/Issue/Cause:

What makes Draper special to me:

Why I should be Miss Draper this year: