



CONTESTANT PROFILE INSTRUCTIONS

The Contestant Profile is your primary opportunity to describe to the Panel of Judges any significant details which make you unique and the most qualified person for the job of Miss (State) Volunteer. You may list as many or as few items under each category as you desire. The only restriction is that it must follow the established format and it must fit on two (2) pages. These two pages comprise your Contestant Profile and will serve as your official application for this job. The judges will receive exactly what is submitted by each Contestant on these two pages without any changes or corrections.

It is important that each of the following instructions are utilized:

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 to verify you are following the requested format.
3. With the justification set for left, type “**Name:**” in bold. Following the colon (:), hit the Tab button three times. Then, type your name as you wish the judges to know it. (If your name is Mary Elizabeth Smith and you want to be known as “Lizzy Smith,” please type “Lizzy Smith”).
4. Then, double space between **Name:** and the subsequent line. When you move to the next line, please type “**Title:**” in bold. Following the colon (:), hit the tab button 2-3 times, depending upon how long your local title is, so that your title lines up with your name in the line above. Then, type your local title. Example:
Title: Miss Memphis Volunteer
5. Then, double space between **Title** and this next line. Once you have moved to the next line, type “**Instagram Handle:**” in bold. Following the colon (:), hit the tab button 1 time to line up with the **Title** above. Then, type your Instagram handle name, including the @ symbol.
6. Please double space after **Instagram handle** and move to the next line to type “**Age:**” in bold. Following the colon (:), hit the tab button 3-4 times to line up with the **Instagram handle** above and type your age on the first day of competition. (Ex. **Age:** 22)
7. Please double space after **Age** and move to the next line to type “**Platform Title:**” in bold. Following the colon (:), hit the tab button 3-4 times to line up with **Age** above, and type the name of your platform only, not including a description (Ex. **Platform Title:** Break Through 4 a Buddy)
8. Please double space after **Platform Title** and move to the next line to type “**Talent:**” in bold. Following the colon (:), hit the tab button 3-4 times to line up with **Platform Title** above, and type the kind of talent you will be performing, along with the selection piece in quotations (Ex. **Talent:** Vocal “He’s Alive”)
9. Please double space down and type “**Education:**” in bold. Hit the tab bar two to 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 when possible and if two lines are needed, please indent), move to the line underneath that to list your undergraduate school and degree sought/achieved, and below that list your high school.
10. Please double space down and type “**Professional Objective:**” in bold. Hit the tab button one time. Type a description of your educational goals and how your academic path will assist you in achieving your future career goals.
11. Please double space down and type “**Honors & Achievements:**” in bold. Hit the space bar twice, then type all scholastic, community service, academic honors, and any other achievements. Please list the most significant examples of accomplishments you have been awarded related to your educational, community service and professional achievements. Each item should be separated by a semi-colon (;) with a period (.) after the last item listed.

12. Please double space down. Type **“Leadership Positions:” in bold**. Hit the space bar twice, then list all leadership positions held in school, club involvement, platform related positions or work leadership. Each item should be separated by a semi-colon (;) with a period (.) after the last item listed.
13. Please double space down. Type **“Employment Experience:” in bold**. Hit the space bar twice, then list all work experience including employer and role/title, you may include internships and any self-employment held. Each item should be separated by a semi-colon (;) with a period (.) after the last item listed.
14. Please double space down. Type **“Special Skills & Activities:” in bold**. Hit the space bar twice, then list any interesting facts about yourself, including your family, any unique skills or experiences that you would like to share with the Official Panel of Judges. Each item should be separated by a semi-colon (;) with a period (.) after the last item listed. This section will conclude page one of the Contestant Profile.
15. At the top of page two with margins, font and font size still the same as the previous page, please type the question **“What can you do during your Tenure of Service as a Titleholder to impact your community?” in bold**. Hit the return button once and answer the question as you see fit. The answer can be as short or as long as you would like but all five questions must fit on this one 2nd page of the Contestant Profile.
16. Please double space down and type the question **“What has been your involvement with your platform, including time commitment, strategic planning, and ways your ingenuity and resourcefulness have been demonstrated?” in bold**. Hit the return button once and answer the question as you see fit. The answer can be as short or as long as you would like but all five questions must fit on this one 2nd page of the Contestant Profile.
17. Please double space down and type **“What inspired you to first become involved with your platform?” in bold**. Hit the return button once and answer the question as you see fit. The answer can be as short or as long as you would like but all five questions must fit on this one 2nd page of the Contestant Profile.
18. Please double space down and type **“Besides the opportunity to win scholarships, what made you choose to participate in the Miss Volunteer America program?” in bold**. Hit the return button once and answer the question as you see fit. The answer can be as short or as long as you would like but all five questions must fit on this one 2nd page of the Contestant Profile.
19. Please double space down and type **“How would you utilize social media in order to further the position and job of Miss Volunteer America?” in bold**. Hit the return button once and answer the question as you see fit. The answer can be as short or as long as you would like but all five questions must fit on this one 2nd page of the Contestant Profile.
20. At the top of page 1, please right justify and add your headshot opposite your Name, Title, Instagram handle, Age, Platform Title, etc. Please see the Contestant Profile Sample for clarity.
21. Use your best judgment on what is most important for the judges to know about you. Use the space on these two pages wisely. Please refer to the Contestant Profile example as a guide.
22. The entire form must fit on two (2) pages using the Times New Roman font style. You must leave a 1” margin on all four sides of the page for all text. If you need to decrease the right margin slightly in order to format your headshot correctly, you may do so, but the text must remain in the space allotted for a 1” margin. If spacing issues arise, simply follow the Contestant Profile Sample provided.

This Contestant Profile form is provided to the judges in their Official Judges Notebook prior to the Competition. Please keep foremost in your thoughts when filling out the Contestant Profile that in signing the Contestant Agreement, you attest that any and all information shared on form submissions with Pageant Officials and to the Panel of Judges is correct, factual and true to the best of your knowledge. When these two pages are put together, they will create your job application. Your signature on the Contestant Agreement covers the materials listed on both pages of the Contestant Profile and verifies the accuracy of all the contents you provide. If any information submitted by a Contestant is found to be false, untrue or erroneous, the Contestant risks disqualification from competing in the applicable local, state or national competition, and losing the associated title.