

YOUNG TEXAN/TEXANNE

SUGGESTIONS TO STUDENTS FOR PREPARATION OF RESUME

1. Discuss the project with family members, and ask them to help you recall your activities that fit within the categories on the instruction form.
2. Make a notebook or use a tablet for you and your family to jot down notes applicable to each category listed on the instruction form.
3. Check your scrapbooks, yearbooks, trophies, awards, certificates, award banquet programs, sports programs, and any other sources which may help you recall activities to be included on the resume. Do **not** attach copies of certificates, pictures, documents, or anything else to your resume. Instead, use these resources as memory refreshers.
4. Use the attached sample resume as a general guide for the format. Use a font size of 12 point or larger.
5. **Important:** to avoid even the appearance of bias, judges are not made aware of any identifying information about the nominee. Therefore, do not name yourself, your school, your community, your church, or any other reference that would disclose identifying information. You may refer to yourself as "I" or use the third person reference "he" or "she." Refer to your school as "my school" rather than use the full name of the school. Similarly, refer to your community, church, and any other organization generically, such as "my community," "my church," the "hospital teen volunteers," the "scout troop," etc., without including further information which could provide identifying clues.
6. Partial exception to the above rule: to avoid any possible confusion, you may pencil your name on the back of each page of one copy of your resume. This file copy with your name will be retained by the District Young Texan/Texanne chairman; your name will **not** be available to the judges.
7. If you are selected as a state winner, you will be asked to submit a picture in digital form to be printed in the brochure distributed at the annual awards banquet.
8. Resumes may not exceed three (3) pages of 8 1/2 by 11 inch paper. The general form used in the sample resume is an efficient way to list items within each of the six categories.
9. Be creative and explicit when listing or describing your activities. For example, instead of stating you "attended" a conference, specify if you had some responsibility such as "workshop leader," "reporter," "photographer," "song leader," etc.
10. Note the point system printed on the instruction sheet for each category. Be sure to include a section in the resume for each category. Do **not** omit a category.
11. Good Luck! Feel free to call your Optimist Club contact person if you should have any questions.