

OUTSTANDING S.T.E.P. II – S.T.E.P. III – S.T.E.P IV RESUME TIPS

A resume is a very personal item, and you should prepare yours so that it best reflects the work you have done during your Woman of Today year. In general, you're participating in our organization in all areas. The way to achieve this is by certification. Certification is defined as having met the requirements of the specific program and having filed the necessary information with the State Membership Vice President.

The resume shall be bound in a Duo-Tang binder. Select a color that is appealing to the majority. It is recommended, but not required, that all books for everyone be placed in the same color binder.

Each resume should include the following information in the order listed:

1. Entry form (Signed with original local president signature.)
2. Certification Form with completed requirements checked be sure it is signed by Chairman or S.T.E.P. Officer of local chapter.
3. Resume questions and answers (Limited to 10 pages – number pages in the lower right-hand corner.)
4. Statement of Recommendation (Not included in the ten – 10 pages.
5. Travel Report (No page limit)

Each resume should include a label applied to the center front of the binder giving:

- | | |
|-------------------|--|
| 1. Entrant's Name | Jane Doe |
| 2. Local Chapter | Columbus Women of Today |
| 3. Category | Outstanding S.T.E.P. II or S.T.E.P. III or S.T.E.P. IV |

Write your resume ahead of time. The longer you take on it the more complete it will be. Participating in convention competition will definitely assist with this part as you can evaluate it each time you participate.

Make your resume as complete as possible. Utilizing the Women of Today Activity Sheets provided to each local chapter can act as a tremendous, long sheet in keeping track of all activities. Keep agendas, calendars, newsletters, etc. to renew your memory on all activities. Jot down the activities and use them as a handy reference when compiling information for the resume.

Never assume that a project was too unimportant to include. Caution – Do not pad resume. A judge can spot it a mile away. Also, be careful not to duplicate material in the resume. If it's answered in one question, then do not repeat it in another.

Organize your resume so that it is easy to read and so that it shows your work to your best advantage. Always emphasize your good points.

Use concise, descriptive words whenever possible.

Show new programs, projects, ideas, etc. instigated by you. Stress your innovative ideas and imagination.

When compiling information for your resume, use statistics whenever possible. Example: Signed 12 new members, worked on 82 projects, participated in every local project. Underline important events and statements in your resume, however, do not make a habit of underling everything.

Feel free to include brief notes to clarify items. Example: Some chapters have specific restrictions on awards and the recipients. Explain any restrictions you may have.

Make sure that your resume includes all the information required by the rules. The resume questions should be typed exactly and answered completely. Remember the ten (10) page limit. Anything over will be removed.

Always answer the entire question. Many questions are very long and have 2, 3, or more parts. Make sure that all parts of the questions have been answered. This is very important.

Organize your resume so it is easy to read with no typographical errors. Judges usually do not count off on this, but they are distracting. If it gets down to breaking a tie, they will usually choose the neat looking resume over the messy one. PROOFREAD for typing errors.

For the state competition you need three (3) copies of your resume. There is also a charge of \$5.00 for each entry.

The general appearance of your resume is very important. Organize your resume so that it is easy to read and in strict outline form. Watch your spacing and allow for margins. Make sure all your copies are dark and sharp like the original. You do not however have to submit the original copy for judging. Script type makes reading very difficult.

Be sure to mention in your resume the office or programs that you are seeking next year. Judges will choose a Woman of Today looking for a future over one who is not very ambitious.

Be careful to stay within time specific period when listing activities.

S.T.E.P. II -- First 12 months or less

S.T.E.P. III -- 1 to 5 years

S.T.E.P. IV -- 6 years or more

REMEMBER you need original signatures on all copies that require a signature including a letter of recommendation.

NEBRASKA WOMEN OF TODAY
OUTSTANDING S.T.E.P. II, III, IV AWARD
STAT SHEET

Send to Membership VP

6/2020

COMPETITION CATEGORY: CHECK ONE S.T.E.P. II ____ S.T.E.P. III ____ S.T.E.P. IV ____

NAME OF ENTRANT _____

ADDRESS _____

LOCAL CHAPTER _____

STATE REGION (If Applicable) _____

STATE POPULATION DIVISION (If Applicable) _____

NUMBER OF CHAPTERS IN STATE _____

I have read the attached information and do hereby certify that it is correct to the best of my knowledge and do give permission for it to be used for publication.

Signature of Candidate

Typed Name of Candidate

Signature of Local Chapter Present

Typed Name of Local President

(This needs to be original on each copy)

OUTSTANDING S.T.E.P. II – OUTSTANDING S.T.E.P. III – OUTSTANDING S.T.E.P. IV

ENTRY FORM

PART 1 LOCAL INVOLVEMENT – 40%

1. GENERAL INFORMATION

- A. Date you joined:
Local _____ State _____
- B. Membership of your local chapter _____
- C. Attendance
1. General Membership Meetings: Number Held ____ Number Attended ____
 2. Local Board Meetings: Number Held ____ Number Attended ____
 3. Is the entrant a member of the board? _____
 4. Are Board Meetings open or closed? _____

2. PARTICIPATION

- A. List offices or standing chairmanships held in local chapter during the year. Briefly indicate the duties or responsibilities involved and the length of time held (during the year covered by the resume). Also include briefly candidate's scope of involvement (new areas developed, general way in which candidate fulfilled duties).
- B. Project Involvement
1. In how many projects was the local chapter involved during the past year:
Total Projects _____
 - a. Community Involvement _____
 - b. Personal Development _____
 - c. Chapter Management _____
 - d. Other Organizational Assistance _____
 2. In how many did candidate participate? _____
 3. List all projects in which the candidate participated describing her activity on each. Indicate if CHAIRMAN or if just worked and approximate hours spent.
- C. Indicate any other local involvement not previously described.
1. Extensions
 2. Join Projects or events with other chapters (inner clubs)
 3. Membership recruitment
 4. Certifications (Personal Enrichment Programs, Effective Speaking/Writing, S.T.E.P., Family Life, etc.)
 5. Other

PART II – STATE – NATIONALS 20%

1. ATTENDANCE

Indicate degree of participation (Attended forums, serves as delegate, presented forums, etc.)

- A. Region (State) Number of Meetings Held ____ Number Attended ____
- B. State Meetings
1. General Membership Meetings Number Held ____ Attended ____

2. Executive Board Meetings Number Held ____ Attended ____
Open ____ Closed ____

3. Other (sporting events, judging, training schools, programming days, etc.)
Number Held ____ Attended ____

C. U.S. Women of Today Meetings

1. General Membership Meetings Number Held ____ Attended ____

2. Board Meetings Number Held ____ Attended ____

3. Other (sporting events, judging, training, programming, etc.)
Number Held ____ Attended ____

2. Indicate the candidate's involvement at the following levels. Briefly explain each item listed to indicate degree of involvement on part of candidate, offices or chairmanships held, committees served on, and projects worked on.

A. State Regional Level

1. Offices or chairmanships held
2. Committees
3. Projects
4. Other

B. State Level

1. Offices or chairmanships held
2. Committees
3. Projects
4. Other

C. US. Women of Today

1. U.S. Women of Today Mid-Year Meetings
2. U. S. Women of Today Annual Meetings

PART III – STATEMENT OF RECOMMENDATION

Why do you feel this candidate deserves to receive the Outstanding S.T.E.P. II, S.T.E.P. III or S.T.E.P. IV Award: Include here any information concerning the candidate's x personal life, outside activities, etc., that you feel it's pertinent to this section (250-word limits). Note must have original signature on all copies.

**OUTSTANDING S.T.E.P. II, S.T.E.P. III OR S.T.E.P. IV AWARD
TRAVEL REPORT**

This form is to be included in the back of the S.T.E.P. II, S.T.E.P. III or S.T.E.P. IV resume book following the State of Recommendation. Note-this report is not counted towards the total of 10 pages.

	<u>DATE</u>	<u>MEETING TYPE</u>	<u>REASON FOR ATTENDING</u>	<u>ROUND TRIP MILEAGE</u>
I.	Local Chapter Visitations (Visits made by candidate to chapters <u>outside</u> of Her own chapter)			
II.	Regional Meetings.			
	A. Home Regional Meetings			
	B. Other Regional Meetings			
III.	State Meetings			
	A. Conventions			
	B. Executive Board Meetings			
	C. Committee Meetings			
IV.	Other-In-State Meetings (Workshops, Model Legislature, state events, etc.) (Example – LOTS or Project Folder Judging)			
V.	National Meetings			
	A. U S Women of Today Annual Meeting			
	B. U S Women of Today Mid-Year Meeting			
VI.	Other National Travel			
VII.	Other Travel Pertaining to Entry			

TOTAL MILES

Note: All activities listed on this resume shall pertain only to the designated 12-month period. Offices, etc., which overlap from one year to the next shall be so indicated by specifying the amount of time covered under this resume. Convention competition will again be offered: You will only use information and activities applying to that time during the due dates.

Please send to **Membership VP** April 1st