



Resume Submission Instructions

ALL competitors, excluding Middle School Competitors, MUST submit a one-page resume by the deadlines below:

- 11:59 pm on March 12, 2024 → Any competition on or after March 22, 2024
- 11:59 pm on March 5, 2024 → Any competition occurring before March 22, 2024

That resume must be submitted electronically using the below instructions. If there is an observer or model that may have to take the place of a competitor, should they need to be replaced, it is encouraged to go ahead and submit a resume for them as well.

Be sure to read through the competition updates page for each of your competitions to ensure that a hard copy is not also needed. If a competition also calls for a hard copy of the resume, it will be listed on the competition updates page and should be brought to the orientation for that competition and for any interview that may take place for that competition (if needed for an interview). Only competitions that list the need for a hard copy of a resume on the competition updates will accept hard-copy resumes. However, these do NOT take the place of the required online submission. Some competitions require a portfolio per the technical standards or require a copy of the resume in a notebook due to the type of competition. Those portfolios or resumes are still required, in addition to the electronic resume.

Submission Instructions:

- Ensure the resume is only one page and appears professional. It should include the student's name and school.
- Save the resume as a PDF using the following format: ContestantLastName_ContestantFirstName
 - Example: Doe_John
- If a school has two students with the same last and first name, add a middle initial to the end of the file name after an additional underscore.
- An advisor for that school can then put the pdf file into a folder that will be shared with all registered advisors from that specific school. This folder will be shared with editing rights on or before Thursday, February 1, 2024. The sharing rights will be removed after the last deadline is reached. Schools with registrants after February 1, 2024, will receive their folder access after someone is registered.
- Each advisor will ONLY have access to their own school's folder.

Deductions:

- Failure to turn in an electronic, one-page resume by the deadline will result in a Resume Requirement penalty, except for Middle School Competitors.
- Failure to turn in a hard copy for a competition that requires it (per the Competition Updates) will incur a penalty under the Interview scoring or designated scoring space within the scorecard.
- A student can theoretically be penalized in one, both, or none of the areas.

No resumes will be accepted through email or after the deadlines.

If you have any questions or concerns, please email jchapman@skillsusasc.org