DD Month YYYY

MEMORANDUM FOR HCS C/CC

FROM: Cadet Rank First MI. Last, CAPID

SUBJECT: 2018 Staff Application

1. I hereby submit my intent to apply to the below positions. A completed resume is attached (attachment 1).

* Position(s) applying for (in order of preference):
  1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. During my career as a CAP member, I have held the following positions and/or participated in specified activities, all of which have helped establish my qualifications to serve effectively in this position:

1. List positions held previously in CAP, at the squadron and at CAP activities (i.e. National Special Activities, Encampments, etc.), if none, put N/A.
2. What qualities do you have that would make you an effective leader?
3. Explain what kind of time you expect to put into this position and how would you meet those expectations?

3. The following significant achievements further exemplify my qualification:

1. List any significant achievements or accomplishments that have had a noticeable impact on the squadron or other outside activities (including non-CAP)
   * Focus should be on those achievements/accomplishments that relate to the desired position for which you are applying
   * Flight Staff positions should stress leadership accomplishments
   * Support Staff positions should stress skills/accomplishments pertinent to the requested position
2. Closing statement(s) summarizing why you are the best choice for each of your requested positions.
3. The following significant achievements further exemplify my qualification:

ONLY CHANGE/REPLACE THOSE AREAS INDICATED IN RED TEXT. DO NOT change or alter any black text. If necessary, move all of paragraph 4 to the second page. Change all font color to black/automatic. Email your completed application package to C/Capt Alexis Clements at the below email address.

5. Please contact me at (720) 470-9371 or [Lexi-lue@hotmail.com](mailto:Lexi-lue@hotmail.com) if you have any questions or comments.

FIRST MI. LAST, C/Rank, CAP

Current Position Title if applicable

Attachments:

1. Resume