

12 June 2015

Cadet First Lieutenant John Doe
1234 Main Street
Los Angeles, CA 95659

Captain James Beam
Project Officer
ACME International Airshow

Dear Captain Beam,

I am applying for the position of Cadet Commander for the ACME International Airshow. I have been in the cadet program for about six years, and have attended numerous activities throughout the wing, a majority of them being airshows. My skills, experience as Cadet Commander of my own squadron (of 79 cadets), enthusiasm, dedication, and commitment for the cadet program, especially leading and managing, will benefit and make me an excellent choice for the position of Cadet Commander. In reviewing my resume, you will notice that I had the honor of being 1 of 19 cadets in CAWG to addend the first Cadet Commanders Course, as well as attending Non-Commissioned Officers Course (honor cadet), and Cadet Officers Basic Course. In addition, I have progressed through the ranks to Cadet 1st Lieutenant. My training and experience places me in an excellent position to lead and encourage Cadets, NCO's, & Officers to perform to the highest standards and help to execute another fun and safe airshow in Los Angeles. I am looking forward to your reply, and am excited to be working with you at such an amazing and legendary airshow!

Thank you for the opportunity to apply for this position.

Sincerely,

John Doe

C/1st Lt. John Doe
Cadet Commander
Cadet Color Guard Commander
Cadet Advisory Council Representative
John Doe Cadet Squadron 99
California Wing, Civil Air Patrol