



# CIVIL AIR PATROL, TENNESSEE WING

UNITED STATES AIR FORCE AUXILIARY  
2441 E. GENERAL AVIATION DRIVE  
ALCOA, TN 37701



MEMORANDUM FOR POTENTIAL ENCAMPMENT EXECUTIVE STAFF APPLICANTS

FROM: TNWG ENCAMPMENT, COMMANDANT OF CADETS

SUBJECT: ENCAMPMENT EXECUTIVE STAFF APPLICATION REQUIREMENTS

The Tennessee Wing Encampment has been scheduled for 28 June to 4 July, 2020 with staff arriving on 27 June. It will be held at McGhee Tyson ANG Base (same location as the 2019 encampment).

AT THIS TIME we will ONLY be accepting applications for the position of Cadet Commander, Cadet Deputy Command, and Superintendent (NCOIC). Future mailings will detail application for other staff positions after these positions are filled.

The 2020 Summer Encampment Executive Staff Application Process is now in effect. All cadets wishing to be considered should submit the following items prior to 02 February 2020. All documents should be submitted at one time to [encampment@tncap.us](mailto:encampment@tncap.us).

<b>Form 31</b>	As indicated in the document.
<b>CAP Resume</b>	(Listing of any relevant experience, all leadership or management roles fulfilled, not just CAP however CAP should be prioritized.)
<b>Letter of Recommendation</b>	Must be from a person familiar with your skills (squadron commander, commander of a school you staffed, group Deputy Commander for Cadet, Commandant of an encampment you staffed, etc)
<b>Position Essay</b> (Example of layout below)	A formal essay is required for any executive staff position with a minimum of 125 words for each section and single spaced in total. The essay should include: What will make you the right person for this job, What do you want to accomplish if you get the job, What are your personal goals for encampment, What do you and have you seen as a weakness and what are you going to do to help fix it, etc.

Respectfully,

Capt. Steve Gillespie,  
TNWG Encampment, Commander

Lt. Austen Roberts,  
TNWG Encampment, Commandant



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## Example of Position Essay

To whom it may concern,

Overview about yourself and your cadet programs career (brag a little bit)

What will make you the right person for this job?

- Minimum of 125 words, no more than 300

What do you hope to accomplish this year if selected?

- Minimum of 125 words, no more than 300

What are your personal goals for this year's encampment?

- Minimum of 125 words, no more than 300

What do you and have you seen as a weakness and what are you going to do to help fix it, etc.

- Minimum of 125 words, no more than 300

Closing Remarks

//Signature//



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## Example of CAP Resume

**Ask Good Questions.** Too many applicants forget that an interview can be a two-way street. That is, *the applicant is interviewing the organization and the boss to see if they match the individual's needs and desires.* Therefore, come prepared to ask questions of your own. Some classic examples include:

What's the team's culture like, or the boss's leadership style?

What's the job really like on a day-to-day basis?

Is this a new position, or would I be replacing someone?

Is there room for growth in this position?

Still a student with no real educational credentials, this resume touts Curry's high GPA.

Each description of work experience begins with an action verb

With very little work experience, extra-curriculars are needed to supplement the résumé. Still, Curry keeps the content relevant to his objective. If asked about his chess team experience, he could reply, "I took initiative and honed my project management skills by planning that kids' tournament." If asked how cycling is relevant to his job search he might say, "Cycling shows that I have tenacity."

References include each individual's name, title, and contact info

The career goal and immediate objective show why Curry is interested in a job at the local airport

**JOHN CURRY**  
79 Fenton Ave Laconia, NH 03246  
(603) 555-1934 cell  
johncurry@isp.com

**CAREER GOAL**  
Aspiring air traffic controller or meteorologist

**IMMEDIATE OBJECTIVE**  
Obtain a summer job that allows me to learn about aviation while saving for college

**EDUCATION**  
**Laconia High School**, junior, 3.8 GPA, (top 10% of class)  
Coursework includes trigonometry, chemistry, & introduction to management.

**WORK EXPERIENCE** *[on a real resume, you'd include dates of service]*  
**Everett's Yard Services**, landscaper (part-time, 24 hrs per week)  
Performed yardwork and landscaping services for residential clients  
Worked independently, often with no direct supervision at the jobsite  
Completed safety training and qualified to operate potentially-dangerous power tools & equipment

**EXTRA-CURRICULAR ACTIVITIES**  
**Civil Air Patrol**, cadet second lieutenant (top 15% nation-wide)  
Successfully completed introductory curriculum in aviation and team leadership  
Served as a flight commander, responsible for the training, discipline, and welfare of fourteen cadets during a 7-day annual encampment  
Participated in three flights in a Cessna 172 and one KC-135 aerial refueling mission  
**Laconia High School Chess Team**: co-captain  
Co-organizer for the first annual Lakes Region Chess Academy, a one-day program that introduced 30+ kids aged 9 to 13 to the fundamentals of chess  
**Parish Council Youth Representative**, St. Joseph Catholic Church  
Advise the pastor and adult council members on how to better serve teen parishioners  
Served as mentor & role model for 8th grade Confirmation class  
**Cycling**  
Participated in dozens of bicycle road races; average 70 miles' training per week

**AWARDS & HONORS**  
**National Honor Society**, Laconia High School  
**General Billy Mitchell Award**, Civil Air Patrol  
**Honor Cadet**, Civil Air Patrol Encampment, Pease International Tradeport

**REFERENCES**  
**Everett Lord**, owner, Everett's Yard Service, 555-7981, everett@isp.com  
**Major Ira Eaker**, Civil Air Patrol squadron commander, 555-1941, eaker@isp.com