To: Capt James Beam
From: C/2dLt John Doe
Date: September 3, 2013

Captain Beam,

I am applying for a staff position for this year's ACME International Air show. I would be honored to fill any position that the command staff sees fit. However, I feel I will be particularly well suited to be part of the Executive staff. I am interested of being a Cadet Commander or Cadet Deputy Commander. I would like the privilege in becoming one of these positions, when given the privilege I would live up to your expectations. I am confident that I have the skills and knowledge to make this air show memorable.

I have been in Civil Air Patrol for over three years. I have had the great privilege to observe many respectable leaders and benefited from their teachings. I have attended this air show before and it was a very rewarding event. I would like to help make this air show as exciting and beneficial as it was when I attended.

I am looking forward in working with you and the other cadet leaders you will choose. I plan to make this air show a memorable experience. Thank you for your time, hope to work with you again soon.

Respectfully,
C/2dLt John Doe