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| **Student Name**  Module Assignment  Look at the CAP-USAF Directory on eServices, the organizational charts from CAPR 30-1, and job descriptions in CAPP 30-1 (if available). Make a list of 10 opportunities to serve at the region or national level that interests you. Discuss these opportunities with your mentor and narrow your list to the top 5. Review the requirements for each position. Do you have the necessary training and preparation? What should you do to improve your chances of serving in these positions?  Take your CAP resume to your mentor and discuss it. Make revisions to your resume to strengthen it.  Write a letter to accompany your resume in which you seek a position with the region or national staff. Explain why you should be selected and why you want to serve.  Complete the national staff application.  Combine your Resume, Application, and letter and submit them as a document or PDF to the assignment link below. Your documents should use the appropriate template from the CAP publications page. | |
| 1. Appropriate CAP templates used: | \_\_ / 20 pts |
| Notes: | |
| 1. Appropriate grammar, spelling, and readability? | \_\_ / 20 pts |
| Notes: | |
| 1. Does the response meet all of the criteria from the initial prompt? | |
| 1. Completed National Staff Application: | \_\_ / 20 pts |
| Notes: | |
| 1. CAP Resume, demonstrating necessary training and preparation for desired role: | \_\_ / 20 pts |
| Notes: | |
| 1. Cover letter for desired role, explaining why you should be selected and why you want to serve: | \_\_ / 20 pts |
| Notes: | |
| Total: | \_\_ / 100 pts |