

FAQs

1. How do I write a Resume?

Review chapter eight of [Learn to Lead](#) for information on how to write a resume. It should include extra-curricular activities, academics, employment, CAP service and community service. (Resumes will be graded by the resume standards set in Chapter 8 of [Learn to Lead](#))

2. What should be included in the Flight Plan?

You should include where you will be doing your training, whom you will be doing the training with and how often you will be out flying. You do not need a specific CFI. Will you be doing your flight training with a CAP aircraft and pilot in your local area or at a specific activity (flight academies) or with a local FBO? Any of the three are acceptable, but you need to have a plan. You can change your plan as needed if you receive the scholarship.

3. How should the LOR be sent?

LORs should be addressed to the “CAP Scholarship committee” and not simply an LOR for another event.

If the individual writing the LOR does not wish to hand them directly to a student, they may email the LOR to strupp@capnhq.gov or mail them to NHQ:

CAP NATIONAL HEADQUARTERS/CP
Attn: Mr. Trupp
105 S HANSELL ST
MAXWELL AFB, AL 36112

4. How do I convert a file into a PDF document?

There are several ways to convert a normal file into a PDF:

- Print and then scan the pages and choose PDF as the file type.
- Download a PDF converter program.
- There are web sites that you can upload your document and it will send you a PDF version.
- Create a Google account and use the document function. You can create the document in Google or upload a document then convert it to a PDF file.

In addition, there is a form that you can use to type your essay. If you are going to use this form, make sure that you have the latest version of Adobe Reader by going to <http://get2.adobe.com/reader/>

5. How do I know if I am selected?

NHQ will post the names of the winners online and the members that have been selected for a scholarship will receive an email with details on what supporting documents they need to provide.