

2015 OPC Narrative Guidelines

Narratives

All National Course applications **must** include a Narrative composed by the Cadet. The Narrative counts for 5% of the Merit List Score for IACE, PPS and GPS, and 10% for AASC, AATC-AO and AATC-AM.

If Cadets apply for more than one National Course, they must submit a separate Narrative for each Course.

Specifications:

- Must be generated by the Cadet ***without assistance.***
- Presentation in 1-1/2 or double-spaced lines, using an 11 or 12 point, standard business font, 500-600 words
- Plain white or cream paper is preferred.
- Cadet's rank, given name, surname, and Squadron at the top of the page.
- His or her signature at the end of the Narrative.

Evaluation:

- 25% for accomplishments as a Cadet
- 50% for understanding of the course content, projecting the value/usefulness of the course to themselves and their Squadron, and articulating their desire to take the course.
- 20% for extra-curricular activities of the applicant, particularly those that relate to the training and qualifications provided by the course.
- 5% for presentation and special merit factors.

Notes:

- The Narrative is a mandatory component of the PPS, GPS and IACE applications. Candidates whose applications arrive without a narrative may be withdrawn if the application remains incomplete.
- **Points are lost** for lack of a signature, not following specifications as outlined above.
- Handwritten narratives are reluctantly accepted, but seldom make a good impression and are strongly discouraged.

National Camps Narrative (FOLLOW OPC Guide for further)

600 words, Ariel 12, double spaced

- Paragraph 1: Who you are
 A Brief description who you are, where you are from
- Paragraph 2: What are your responsibilities in your squadron
 Your rank
 Your position
 Your Duties and Responsibilities
 Special training you perform at the unit utilizing past summer
 camp training
- Paragraph 3: What you do out in public
 Activities (service groups, sports)
 Volunteering
 Schooling and how you are progressing, showing improvement
 Explain, if required, why there may be issues with your transcript from
 last year and what you have done to improve
- Paragraph 4: What you have achieved so far in life
 Accomplishments
 Training and Certificates
 Letters of recommendation or achievement
- Paragraph 5: What are your goals for the future
 Your long term (adult life) life goals
 Your short term (3 years) goals
- Paragraph 6: How will you use the knowledge gained at this camp
 Back at your unit
 To help you achieve your long term life goals
- Paragraph 7: Closing
 How this camp will help you as a person, help your
 unit and your community

A Narrative is developed to **“SELL YOURSELF”** to the selection committee.

When you are drafting this document you have to put yourself in their shoes and consider that they are reviewing 250 candidates for this camp! What makes you the one they want to choose over the others?

Correct SPELLING, GRAMMAR and COHESIVENESS are paramount to your success. DO NOT use slang or short form of any words or phrases.

AIR CADET NATIONAL COURSE APPLICATION RCSU(A) NARRATIVE INSTRUCTIONS AND GUIDE

The following is a brief guide to assist squadron supervisors and cadets with the preparation of a narrative to be included with their Air Cadet National Summer Training Course Application. It includes the following components:

1. Application Narrative Instructions for Squadron Supervisors
2. Application Narrative Guide for Cadets
3. Application Narrative Sample for Cadets

Instructions for Squadron Supervisors

A cadet's narrative is an important part of the Air Cadet National Training Course Selection Process. The content of the narrative helps selection board members assess a cadet's aptitude for particular course, interest in the subject matter of the course and the connection between the course and the cadet's future plans. In addition, during the interview phase of the process it provides board members with an introduction to the cadet in preparation for their meeting. It is therefore very important that squadron supervisors assist their cadets with their narrative and ensure they follow the guideline set out in this guide.

Early in the application process, squadron supervisors should provide their cadets with the *Application Narrative Guide for Cadets* and the *Application Narrative Sample for Cadets* that are included in this guide. You should then ask your cadets to provide you with a draft narrative that you will edit and return to them. They will then produce a final copy to include with their *Air Cadet National Training Course Application*.

Each narrative should adhere to the following guidelines (see the example on page three for the exact narrative format):

The narrative must: **NOTE: PLEASE FOLLOW OPC RULES FOR DOCUMENT SETUP**

- be typed in black with font-size 10 - 12pt and have 1" page margins;
- include a date and be signed by the cadet;
- be a maximum of one letter size page (8 ½" x 11");
- include a title with the cadet's rank and name, squadron number and name, and the course being applied for (see sample);
- include 4-5 paragraphs (introduction, 1; content, 2-3; and conclusion, 1)
- answer the majority of the questions that are indicated in the *Application Narrative Guide for Cadets*; and,
- be free of spelling mistakes and be grammatically sound.

Application Narrative Guide for Cadets

(See the *Application Narrative Sample for Cadets* to see how to format your letter)

Title

The title of your application narrative should include the following:

- Your rank and name.
- Your squadron number and name.
- The course that you are applying for.

You should start your narrative with the date that you wrote the letter and then “Dear Sir / Ma’am”.

Opening Paragraph

The opening paragraph of your application narrative should provide a brief overview of you as a cadet. It should indicate what course you are applying for and why you are interested in attending it. You should include a sentence about why you should be chosen. It should be relatively short.

Ask yourself the following questions:

- Who am I?
- What I am applying for?
- Why am I interested in attending this course?
- Why I should be chosen to attend?

Content

The content of the application narrative is where you tell the selection board about yourself. Describe in detail who you are, what you do, why you want to attend this course, and how it connects to your cadet career and future life-plans. It should be two to three paragraphs in length.

Ask yourself the following questions:

- Why I am a good candidate for this course?
- How did I learn about this course or subject matter?
- What influenced me to apply for this course?
- What is the connection between this course and my future plans?
- How will attending this course benefit me?
- How will attending this course benefit my squadron?
- How will I use the knowledge that I acquire?
- What are my skills (as a cadet, as a leader, as a worker)?
- What activities do I do that are relevant to my application?

Conclusion

This is the final paragraph of the application narrative. This is your final chance to “sell” yourself to the selection board. Without repeating, try to sum up what you have written in the previous paragraphs. Finally you should thank the selection board for their time.

Ask yourself the following questions:

- Why should I be chosen over other cadets to attend this course?
- Why and in what ways I am prepared to attend this course?

Application Narrative Sample for Cadets

Cadet Jonathan MacDonald
999 Argus Royal Canadian Air Cadet Squadron
Application Narrative: Advanced Aviation Technology Course (Aircraft Maintenance)

1 October 2011

Dear Sir / Ma'am,

My name is Sergeant Jonathan MacDonald and I have been a member of 999 Argus RCACS for the past four years. I am writing this letter to express my interest in the Advanced Aviation Technology Course (Aircraft Maintenance). I believe that this course offers cadets a unique opportunity to explore many aspects of the aviation industry and I believe that I am a perfect candidate to attend.

When I was twelve years old, I joined the Air Cadet program hoping that someday I would have the opportunity to become a pilot. When I was fourteen, I began attending ground-school classes and I will write my glider exam next year. For as long as I can remember, I have always been interested in planes and how they worked. My parents used to take me to our local air show every year and I always loved watching the different aircraft demonstrations and visiting the displays that were set-up on the ground. These ground displays are part of the reason that I am also interested in other aspects of aviation such as aircraft maintenance. Often, at the air-show, companies have displays set-up with various plane components and demonstrations of how they work. I thought that this was very interesting and would like the opportunity to learn more about it. In addition, last year my squadron had a guest speaker visit who worked for the military as an aircraft maintenance tech. He told us about many of the different planes that he had worked on and explained to us the importance of having people on the ground to perform regular maintenance.

I am very involved in my squadron and participate in the drill team and our sports program. I also do very well in school and attend activities outside of cadets. I am a team captain for my soccer team and last year I attended the provincial championship for wrestling. I think that participating in team activities helps me to be a better leader and to learn how to work with people. Working in the aviation industry is also like being a member of a team. Everyone has to work together. For example, the pilots, the maintenance techs, the airport people and ground crew all need to work together to make sure that everything works properly and that planes fly safely.

As I mentioned earlier, someday, I would like to become a pilot. I think that as a pilot it is an important skill to know about the plane you are flying. I believe that this course will help me learn about various aircraft components and understand the overall operation of a plane. In the end, I think that this course will help me along my way to get my pilot's licence. In addition, soon I will be an instructor at my squadron. Attending this course will help me to understand the aviation classes better when I teach. It will also benefit the other cadets in my squadron because I will be able to pass on some of the experiences that I had and I can encourage other cadets to apply for this and other aviation-related courses.

I am sincerely looking forward to attending this course and I believe that many of my experiences, both extracurricular and in the cadet program have prepared me for the challenge. I believe that my application demonstrates my interest and my ability to be successful. I look forward to meeting with you during the interview portion of this selection process.

Sincerely,

Jonathan MacDonald