**Sample Personal Introduction Letters and Periodic Reports**

*Applicable to Aerospace Leadership Scholarship / Leadership Grant Program*

**Aerospace Leadership Scholarship**

*I received the Aerospace Leadership Scholarship just in time to begin my flight training during my senior year of high school. After nearly a year of hard work beyond classes, extra-curricular and college applications, I received my Private Pilots’ license. I would never have been able to afford my flight training if I did not receive this great grant! Being able to fly in high school was very beneficial for me, because it secured my thoughts of wanting to be a pilot. As a result, I went on to enter the United States Air Force Academy as a member of the class of 2005. I have spent the last four years diligently training to become the best officer I can be. Earlier this semester, my dreams started becoming even more secure. Because of all my hard work, I received a pilot slot as well as an opportunity to attend graduate school. Now my current plans include graduating from USAFA as well as being commissioned as a 2Lt in our great Air Force in a few short weeks, attending Naval Post-Graduate School in Monterey, California to obtain a Master of Arts in Regional Security Studies, then starting Pilot Training (UPT). I think back to where I have been and what started it all; I attribute all of my successes here at the Academy to my CAP experience. Because I was able to excel in CAP, I was a candidate for the Aerospace Leadership Scholarship, and because of that scholarship, my dreams began in the cockpit and I knew that flying would be my life-long passion.*

**Leadership Grant**

*I would just like to take a moment to update you on the progress I made towards creating a leadership development school for XXXX Wing. We have finished our planning process and have instructors and facilities set up for the school. At this point, 45 cadets have signed up, and the applications are still open. I have been so impressed by everyone’s willingness to step up and help, and we have been able to gather a variety of talented instructors as a result.*

*One thing that sticks out in particular that I am incredibly excited about is that we have been able to schedule Major General XXXX as a keynote speaker for the event. He is going to be presenting on XXXX, which I know will be a wonderful experience for everyone attending the leadership school.*

*I realized there was a need for a leadership school when I noticed that many cadets in my squadron were having difficulty passing their Wright Brothers test. I realized that if this problem existed in my squadron, it could also exist in other squadrons. I wanted to do everything I could to make sure cadets had the tools they need to promote in the Civil Air Patrol. With your generous help and the support of the wonderful volunteers, we are expecting an excellent program this year.*

*Hopefully our success this year will open the doors for the leadership school to continue. The response so far has been very enthusiastic, and I know the cadets appreciate the chance to learn more.*

*While working on this project, I have also been finishing up my Junior year of high school at XXXX. In addition to taking 2 AP courses, I am also applying to several colleges, with the University of XXXX as my first choice. Before the end of the school year and the start of the Leadership School, I need to turn in several projects and complete my AP exams. As my squadron commander says, “If you’re not busy, you’re not doing it right.”*

*I would also just like to take this opportunity to say thank you again. This grant has made the impossible possible. It has allowed me to help the cadets in my Wing in a way I never thought would be possible. I look forward to telling you how everything goes.*

**Aerospace Leadership Scholarship**

*For as long as I can remember I’ve yearned to be a pilot. Over the past year and a half that dream has become more of a reality as I pursued my flight training. I am very grateful to be a recipient of the Aerospace Leadership Scholarship as it will allow me to finally complete this lifelong goal. Since this achievement is so long in the making, I’ve been forced to make changes throughout its pursuit.*

*I have used three aircraft at some stage in my flight training: first a Warrior, then a Tomahawk, and finally an Archer. Luckily, the aircraft have the same manufacturer, Piper, and their operation is relatively similar. The transition between them has been very easy. My initial training conducted at my home airport in Vermont led to my first solo in about 12 hours. This training was conducted in a Piper Warrior, but its completion took almost 4 months! I owe this to the high winds, low ceilings, and frequent precipitation of summertime Appalachia. The weather required that approximately 80% of my training flights be cancelled. This was discouraging to say the least. Finally, at the end of summer 2007 I soloed just before my return to XXX to attend college.*

*For the two semesters following, I did little flying and no flight training, that is, until I received the Spaatz Association flight scholarship. After being notified of my acceptance, I immediately found a school at the XXX airport. I made an appointment with my new found flight school, Aero, and took an introductory flight. Like my FBO in XXX , Aero uses all Piper aircraft. I quickly transitioned to the Piper Tomahawk, and away I went. My first few lessons were uneventful. I practiced basic maneuvers and procedures such as turns around a point, S-turns, radio communications, landings and pattern work. This monotonous environment would all change during my first solo in the aircraft.*

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