

FAQs

1. How do I apply?

Log into eServices and choose the NCSA Main Menu. Be sure your contact information and T-Shirt size is up to date and then complete each of the tabs. Your application is not complete until you upload the required documents in the supplemental tab and then hit "submit" on the final tab.

2. How do I write a resume?

Review chapter eight of [Learn to Lead](#) for information on how to write a resume.

3. How do I write an essay?

Review chapter eight of [Learn to Lead](#) for information on how to write an essay.

4. How should the Letter of Recommendation (LOR) be sent?

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

CAP NATIONAL HEADQUARTERS/CP
Attn: MS. WENDY HAMILTON
105 S HANSELL ST
MAXWELL AFB, AL 36112

5. 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 on the lefthand-side of the CLA webpage 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/>

6. How do I know if I am selected?

You can see your status in e-Services by clicking on "Activity Status" in the NCSA Main Menu. All cadets will show as an alternate until the slotting is completed in early December.