

SAMPLE LETTER OF INTEREST

John Doe
123 Main Street
Anywhere, NJ 01234

Month, Day, Year

The Honorable Rush Holt
House of Representatives
Twelfth District Office
50 Washington Road
West Windsor, NJ 08550

Dear Representative Holt:

I desire to attend the (*Pick one or indicate first and second choice:* United States Military Academy/United States Naval Academy/United States Air Force Academy/United States Merchant Marine Academy) and to be commissioned in the U.S. armed forces. I respectfully request that I be considered as one of your nominees for the Class of 2017, entering in the summer of 2013.

The following data are furnished for your information:

Name of Applicant: John Doe

E-mail: johndoe300@doe.com

Social Security Number: 000-00-0000

Date of Birth: January 1, 1993

Permanent Address: 123 Main Street, Anywhere, NJ 01234

Home Number: 555-555-1234

Cell Number: 555-555-1234

High School: City High School

Names of Parents: John Doe & Jane Smith

Mother's Cell Phone: 555-222-3333

Father's Cell Phone: 555-222-4444

Temporary Address, Phone, and E-mail (*if different from above*):

I have requested that a pre-candidate file be initiated for me at the Admissions Office at (*insert name of Academy*).

Sincerely,

(*Signature*)



**APPLICATION FOR NOMINATION
TO A UNITED STATES SERVICE ACADEMY**

CONGRESSMAN RUSH HOLT
12TH District, New Jersey
609-750-9365

I am seeking a nomination for: #1 (first choice) _____

#2 (second choice) _____

Full Name: _____

Legal Address: _____
Street City Zip

Home Phone: _____ E-mail _____

Social Security Number: _____

Date of Birth: _____ Place of Birth: _____

Father's Name: _____ Mother's Name: _____

Father's Cell Phone: _____ Mother's Cell Phone: _____

High School: _____ Counselor: _____

Telephone Number of School Counselor: _____

Have you attended college (circle one)? Y N If yes, where?

Have you sought a nomination from our office before (circle one)? Y N If yes, what year?

Please provide your highest individual SAT scores and ACT composite score:

SAT Reading: _____ SAT Writing: _____ SAT Math: _____ ACT composite: _____

Please provide a list of extra-curricular activities, including athletics, in resume format (sample attached) and attach to application.



**APPLICATION FOR NOMINATION
TO A UNITED STATES SERVICE ACADEMY**

**CONGRESSMAN RUSH HOLT
12TH District, New Jersey
609-750-9365**

I am also seeking a nomination through (check all that apply):

Senator Frank Lautenberg

Senator Robert Menendez

Other (please specify) _____

PHOTOGRAPH

Please attach photo here:



**APPLICATION FOR NOMINATION
TO A UNITED STATES SERVICE ACADEMY**

**CONGRESSMAN RUSH HOLT
12TH District, New Jersey
609-750-9365**

PLEASE READ BEFORE SIGNING:

I have read the Information Packet explaining the nominating procedures and am familiar with these requirements. I certify that I am a citizen of the United States, a legal resident of the 12th Congressional District of New Jersey, at least 17 years of age and not yet 23 years old on July 1, 2012 (25 years of age for U.S. Merchant Marine Academy), that I am unmarried, not pregnant, and without legal obligation to support children or other dependents. I certify that all the information I have submitted to Congressman Holt is correct. I understand that if I have not submitted ALL specified materials by 6 p.m. on **October 1, 2012**, I will not be considered for a nomination.

Signature

Date

Send all information to:

**Congressman Rush Holt
Service Academy Nominations
50 Washington Road
West Windsor, NJ 08550-1031**

PLEASE KEEP COPIES OF THESE MATERIALS FOR YOUR RECORDS

SAMPLE RESUME

Name

Address

Cell Phone #

Email address

Home Phone #

Academics

HS

HS location

- Achievements: National Honor Society, Honor roll (20XX-20XX), 1st place science fair, etc
- Type of academic load you take: Honors, AP classes and scores on AP exams
- Foreign languages studied: Chinese (1yr) accompanied by an immersion trip to China (2007) and Latin (2yrs).
- Community College
- Summer programs of study

Athletics

HS Sport 1, League

2008–Pres

Captain/Co-captain

- Championships
- Years lettered

HS Sport 2, League

2008–Pres

- Captain/Co-captain
- Championships
- Years lettered

Competitive Club Sport, League

2006–07

- Key roles like Captain
- Individual recognition
- Championships

2008

Individual Competition Achievements

- 1st place in NY Marathon

**Community &
School
Involvement**

Community Activity, Name and location

2008–Pres

- Contributions
- Recognition
- Hours of service (optional)

Scouting, Troop, Location

2008–Pres

- Rank/Awards
- Special Projects

School Activity, HS, Location

2009

- Officer (Pres, VP, etc).
- Contributions

JROTC, HS Location

2009

- Contributions
- Position

Club Name, *Location*

2003-2007

- What you did
- Awards

Special Event

- Ran USGA US Open
- Brought in \$500 million in sponsorships

2009-2010

Employment

Organization Name, *Location*

Summer

- Position
- Duties

2009

