

1 March 2026

Lieutenant Colonel Jane Adams  
187th Airlift Squadron  
1400 Flightline Ave  
San Antonio, TX 12345

Dear Lieutenant Colonel Adams:

There's a photograph on my mother's refrigerator of me at nine years old, sitting in the jump seat of a C-130H with my dad standing behind me in his loadmaster's flight suit. He spent 22 years working cargo out of the same ramp I marshal aircraft on today, and some of my earliest memories are of falling asleep to the sound of Hercules engines spooling up two streets over. When I learned the 187th Airlift Squadron was opening a board this year, it didn't feel like a cold application. It felt like the next chapter of a story my family started before I could walk.

Six years on this flight line have taught me as much about leading people as they have about the aircraft itself. As lead crew chief, I'm accountable for the airworthiness of a multimillion-dollar airframe and directly responsible for training and supervising four junior maintainers, several of whom showed up with little more than a security badge and a lot of questions. I've learned to make sound calls under real pressure, whether that meant recovering an aircraft during a no-notice phase inspection or keeping a maintenance crew focused and safe eight hours into a recovery effort while deployed in support of Operation XXXXX XXXXXXX. Being trusted with people, equipment, and a mission that doesn't get a do-over has shaped exactly the kind of officer I want to be: calm, accountable, and willing to own the outcome, good or bad.

That same mindset is a big part of why I believe I'll succeed at UPT. Six years of following technical orders to the letter, running checklists under time pressure, and understanding a complex aircraft system by system has given me habits that translate directly to the cockpit. Since deciding to pursue a pilot slot, I've earned my private pilot certificate, I'm finishing my instrument rating, and I'm on track to complete my bachelor's degree in Professional Aeronautics next year, all while working full time on the flight line. None of that has been easy to juggle, but it's taught me the discipline and time management UPT demands, and it's only sharpened my appetite to be the one flying the jet I've spent six years keeping in the air.

I know the competition for a slot with the 187th will be steep, and that plenty of strong applicants will show up with solid scores and flight hours of their own. What I bring that most of them can't is six years of already knowing this airplane, this mission, and this squadron from the inside, plus a personal connection to the unit that goes back further than my enlistment paperwork does. I'd welcome the chance to sit down with your board, and I'm happy to make myself available whenever the timing works best for the squadron. Please don't hesitate to reach me at (555) 555-5555 or [charlie.duke@fake.com](mailto:charlie.duke@fake.com).

Thank you for your time and consideration.

Very respectfully,

Charles A. Duke