

*(The following is a narrative template. It is meant to give you an idea as to the content and format appropriate for a narrative. Feel free to use this as a template or to use any other formal format containing the essential elements, indicated by a *)*

Date* *Proper military format is 01 Jan 13*

TITLE* *Should be capitalized and underlined, indicates the purpose of the Narrative (ex. PROMOTION NARRATIVE)*

1. **First Paragraph.*** *Your first paragraph should detail the purpose of the narrative (ex: I wish to apply for the vacant Flag Party Commander position), should detail any criteria (if they exist) and should indicate a brief statement as to why you want the position/camp/promotion applied for. Paragraphs may be numbered as per military standard.*

2. **Body Paragraphs *** *The Body paragraphs are used to sell yourself, for you to explain to us why you deserve the position/camp/promotion applied for. A popular format for this is to use one paragraph to enumerate your past accomplishments and one to indicate your vision/how you plan to improved things if you get the promotion/appointment. You can use as many paragraphs as you wish, but you should keep your narrative to no more the one page, ideally.*

3. **Concluding Paragraph*** *Use your concluding paragraph to strengthen your case by restating the primary reasons why you deserve the position/camp/promotion applied for and thank the recipient for considering you as a candidate.*

*(Signature) * Don't forget to sign your narrative when handing it in in person.*

Full Name

Rank

Position* *If you do not have a position, indicate in which flight you are.*

Sqn

(The following is a sample narrative. It is meant to give you an idea as to what a finished narrative should look like. It is not to be copied in part or in full)

Tornado Flight Commander

19 Apr 06

PROMOTION NARRATIVE

3. Please accept this letter as my formal request for promotion review for 11 May 06. I have reviewed the national and local criteria on the squadron web site, and I meet all of the minimum promotion requirements listed. In addition to these, I have completed the Introduction to Instruction and Senior Leader's course. I have also been accepted as a Staff Cadet at Bagotville STC this summer as an instructor on the Intro to Instruction Course.

4. I have served as flight commander for Tornado Flight since our squadron's formation in September 2005. During that time, I have taken many initiatives to promote my flight's growth. Examples include: seeking feedback from my subordinates to address issues of concern within my flight, numerous flight morale-building strategies, and proposing ideas through the chain of command to improve squadron operations. I instruct Level One and Two Drill, and I was also selected as commander of the Flag Party, which shows that my leadership ability, standards of dress, and drill are an example to others.

3. The vision I bring to the rank of WO2 is an extension of what I am doing now in my flight. I believe in communication and motivation. I will keep the cadets and flight commanders well informed at all times and I will seek ways to motivate the squadron every month. I constantly model a very high standard in dress and drill. A personal goal of mine is to continue to raise the squadron standards. I have proposed the creation of a new position: Standards WO, whose duties would interest me a great deal.

4. I believe that I have the initiative, experience, and skills to be a good example to others in the role of WO2. As the Standards WO, I would make a significant contribution to the overall squadron.

(Signature)

I. M. Great
Flight Sergeant
Tornado Flight Commander
5 Cyclone Squadron