



## TIPS FOR A SUCCESSFUL IDE/SDE/ASG PACKAGE

### Competitive Packages:

- First Impressions Count
- Letter of Intent
  - o Demonstrate the applicant's ability to articulate in written format
  - o Clear, concise, and big picture oriented
  - o How will this opportunity benefit the Air National Guard?
  - o What makes the panel member want to read the package?
- Review AF Tongue and Quill

### Endorsements:

- Written from a personal frame of reference
  - o A personal recommendation versus a template
- Stratification
  - o Counts *only* if they explain "why" the member is their "number one" officer
  - o What makes the member stand above the crowd?
- Future plans for the member
  - o How will the opportunity benefit the Air National Guard or the State?

### Breadth and Depth:

- Assignments - Captured on personnel RIP
- Command Experience - Look for the "C" prefix
- Awards and Decorations
- Deployments - Annotated in resume and personnel data
- Resumes - Match personnel data
- Civilian Experience - Accentuate leadership experience

### Final Check List:

- Letter of Intent – Make the panel members want to read more (not "hunt" for information)
- Endorsements – Prepare the draft with a personal touch
- Cross-check the resume with the personnel data RIPS
- Include civilian experience in the resume when supporting breadth and depth of experience
- Tell the story on how this opportunity will benefit the future of the Air National Guard!

