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| Commanding OfficerU.S. Coast GuardUnit  | Your UnitCity, St ZipStaff Symbol: Phone: Fax:  |

 1401

 DD MMM YYYY

**MEMORANDUM**

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| --- | --- |
| To: | President, PY19 Chief Medical Officer of the Coast Guard Selection Board |
| Thru: | UNIT |
| Subj: | NOMINATION FOR CHIEF MEDICAL OFFICER OF THE COAST GUARD |

|  |  |  |  |
| --- | --- | --- | --- |
| From: | F. M. Last, RANKUNIT |  |  |

|  |  |
| --- | --- |
| Ref: | (a) ALCGPSC ###/18 |

1. Provide a career summary listing qualifications, your potential for holding this position, and why you are applying for this position. This list is not all encompassing, provide additional supporting resume information as you deem fit.

2. Resume must be in memo format, Times New Roman 12-point font and cannot exceed two full pages.

#

Enclosure: Curriculum Vitae

Curriculum Vitae

First M. Last, Titles

Rank, USPHS

Contact Information

Education

 a.

 b.

Post-Graduation/Continuing Education

 a.

b.

Professional Certifications, Licenses

 a.

 b.

Assignment History

 a.

 b.

Professional Experience

 a.

 b.

Awards and Honors

 a.

 b.

Professional Organizations/Seminars/Memberships

 a.

 b.

Publications

 a.

 b.

Miscellaneous

1. Additional information that the applicant desires to provide can be formatted in paragraph form as seen in the above content examples.