

# **SAMPLE RESUME 1**

Name

Address

Email: Phone:

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## **OBJECTIVE:**

To obtain a position with *(name company or organization)* and *(simple statement of what you want to do with them)*. Currently working towards *(rating or license)*.

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## **AVIATION AFFILIATION:**

- *List organizations*
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## **AVIATION ACTIVITIES:**

### **San Fernando Valley 99s & Ventura County 99s**

Participated in Young Eagles Fundraiser at Whiteman Airport *(list date)*

- Assist and help organize VC99s Treats for the Tower at Point Mugu *(date)*.
- Volunteered at Ventura County 99s Lightspeed fundraising event *(date)*
- Helicopter Air Show with Ventura County 99s at Hansen Dam *(date)*

### **FAA Safety Courses**

- Understanding Airspace with David Voelker, FAA Inspector *(date)*.
- Communicating with ATC - So Cal TRACON, BUR, VNY & SMO Towers *(date)*.

### **Certificates& Awards**

- FAA Second Class Medical Certificate - Certificate # GX-1518138
- AOPA 2015 Breitling Aviation Scholarship recipient
- San Fernando Valley 99s Fly Now Scholarship award

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## **EMPLOYMENT HISTORY:**

*List companies, positions, years, city, etc.*

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## **EDUCATION:**

*List colleges, degrees, dates received*

**SAMPLE RESUME 2**

Name  
Address  
Phone Email

**OBJECTIVE** To attain a position at ... as ...  
To serve missions with Angel Flight West

**EDUCATION** College name Dover, DE  
Bachelors of Science in *degree* 1997  
Minor in *whatever*  
*Sorority or honor societies*  
*Awards*  
*Accomplishments*  
*Activities*

**FLIGHT EXPERIENCE**  
PrivatePilot ASEL                      Certificate # nnn                      Date  
*Flight School Airport*  
FAA Third Class Medical Certificate  
Total Hours.....112  
Pilot in Command.....25.8  
PT 121 Knowledge Exam.....95%  
Instrument Rating Training  
Flight School  
Instrument Knowledge Exam.....score date

**AFFILIATIONS**  
*List organizations and activities participated in for each one, as there's room*  
*Mention non-aviation organizations, if there's room*  
FAA Wings Program *list safety seminars attended*

**COMMUNITY SERVICE**  
*List what you've done and dates*

**HONORS and AWARDS**  
*List, give dates*

**APPEARANCES or PUBLICITY**  
*Describe, give dates*

**WORK HISTORY**  
*List companies, dates, positions, etc.*

**ADVANCED TRAINING**  
*Describe*

**ACTIVITIES and/or SKILLS**

## SAMPLE RESUME 3

# John Pilot

johnpilot@gmail.com

12345 Address Rd.  
Anytown, NY 10001  
212.555.1212 home  
212.555.2121 mobile

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### OBJECTIVE

#### Flight Officer

### SUMMARY OF QUALIFICATIONS

- **Airline Transport Pilot**
- 2,325 Total Time
- 1,035 Pilot-in-command jet
- 1,170 Multiengine
- Type Ratings : Challenger CL-604  
DeHavilland DHC-8
- Flight Engineer written exam (98%)
- BS in Business Administration

### PILOT CREDENTIALS

#### 2,325 Total Hours

1,920 PIC	980 CFI
1,035 PIC jet	370 Actual instruments
1,170 Multiengine	1,105 Night

FAA: Ground Instructor: Advanced  
Gold Seal Flight Instructor  
Class I Medical

FCC: Radiotelephone Operator Permit

### EXPERIENCE

#### Captain: Challenger 604

Worldwind Aviation, Inc. | Boca Raton, FL  
Part 91 corporate passenger operations throughout North America  
-1999 to present

#### Captain: DeHavilland DH8

Sky International, Inc. | Boise, ID  
Part 121 regional airline passenger and freight operations in the northwestern United States  
-1996 to 1999

#### Flight Instructor

Windsock Aviation, Inc. | Abilene, TX  
Primary and Advanced Part 61 instruction in Cessna and Beechcraft aircraft  
-1994 to 1996

### EDUCATION

#### BS in Business Administration

University of Duluth | Duluth, MN  
3.20 GPA

# JAMES S. JOBLESS

604 10<sup>th</sup> Street West  
Lancaster, CA 93536  
jamesjobless@yahoo.com  
(661) 733-9807

## Sample Resume 4

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### OBJECTIVE:

A part-time customer service representative

### EDUCATION:

August 2007      Lancaster High School – Lancaster, CA  
to present        Courses taken: General Education, and Work Experience

### EMPLOYMENT:

August 2010      YMCA - Lancaster, CA  
to present        Volunteer Youth Worker. Duties include: welcome members, wipe off fitness machines after use, answer phones, assist sports/fitness coach with instruction/activities, enter data on the computer, and file.

### SKILLS / ABILITIES / CERTIFICATIONS / LANGUAGES:

#### Math / Problem Solving

- Maintained 2-year “B” average in Algebra and Geometry
- Balance personal savings account each month
- Assist parents with shopping for the best value for groceries and clothes
- Use logic and reasoning in decision-making and look for alternative solutions

#### People / Teamwork

- Average, but enthusiastic member of the track team 2008-9
- Helped raise \$200 for American Cancer Society

#### Technology

- Adept in MicroSoft Word, and Adobe Illustrator computer programs

#### Communication

- Fluent in English, and speak / read Spanish (or Bi-lingual in English and Spanish)
- Effective writing skills: researched and composed an 8-page human interest report
- Wrote and delivered three presentations, including a 10-minute PowerPoint
- Familiar with Twitter, E-Mail, FaceBook and MySpace electronic communication

#### Product Knowledge

- Consumer electronics      • Music and videos      • Sports and athletics

### PERSONAL:

Reliable:            Missed only 3 days of school for 2009-10 school year  
Conscientious:    Dean’s Honor Role, 2008-09 school year  
Leader:             Member of peer helping and LINK crew  
Organized:        Yearbook class 2009-10  
Courteous:        Give full attention to what others are saying without interrupting

### REFERENCES:

Furnished upon request

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