

SIFC General Resume Tips

Almost everyone applying to a junior position will have the same basic times, licences and ratings as you do.

Aside from confirming the basics (licences, ratings, flight times), make your resume information stand out, by listing:

- Commercial Aviation Diploma graduate
- Other weekend courses that form part of the program like:
 - Underwater egress, Transportation of Dangerous Goods, CRM, FMS, First Aid, Survival, etc.
- Aviation-related work or volunteer experience
- Any other work or volunteer experience demonstrating how well you:
 - work in a team environment
 - can be a general team member
 - can lead a group when necessary
 - can look after equipment
- Include References! Chief Pilots and hiring committees do not have time to chase you down to get references - include them automatically

Common Resume/Cover Letter Mistakes

- No name, address or contact information
- Poor grammar
- Run-on sentences/paragraphs
- Incorrect spelling in general
- Incorrect spelling of Chief Pilot or Incorrect spelling of Company name
- Too much unrelated information
- Forgetting to include work experience that shows how well you work with others, or can provide customer service
- Too hard to read (visually confusing)
- Too large or too small print
- Putting 'References Available Upon Request' instead of including them automatically
- Sending WORD docs, instead of PDFs. Use PDFs ONLY!
- Failing to ensure the resume outlines how you meet the hiring requirements listed on the company web site
- Cover letter not signed
- Failing to have someone else review your documents for errors before you submit them

****Note:** Resumes should be 1 page only, unless the application requirements outline too many required items to fit on one page nicely.

Your Name

C.250-555-1212

Somewhere Rd, Kelowna BC, V7X1Q1

yourname@something.com

I am applying for a **pilot** position for Canadian Western Airlines. I am available as of **May 201?**.

EDUCATION

Commercial Aviation Diploma, Okanagan College Kelowna, BC, Sept 1? – April 1?

Academic Graduation, Some Where I Hated Secondary, That Place, BC, Jun 201?

LICENCE, RATINGS & COURSES

- Canadian Passport
- Commercial Licence
- Multi Engine Instrument Rating
- IATRA passed April 201?
- Advanced Flight Operations
- Advanced Avionics
- Glass Experience
- Egress Training
- TDG
- CRM
- FMS
- First Aid
- Survivor Training

FLIGHT TIME

Total: 240 PIC: 10 Multi: 30 Instrument: 45 Glass: 60.1 Tail Wheel/ Float
No Accidents, Incidents, or Violations

SKILLS & ABILITIES

- Communication skills
- Great team player
- Effective public relation skills
- Creative thinker
- Ethically minded
- Productive multitasker
- Independent worker
- Strong organizational abilities

WORK EXPERIENCE

May1?-Aug1? Team Member Tim Horton's, Wherever, BC

Oct 0?- Aug 1? That thing you did Tim Horton's, Wherever, BC

VOLUNTEER EXPERIENCE

June 201?- Volunteer – That nice thing you did, Somewhere, BC

REFERENCES

Big Bird

Pvt/Cml Instructor

(250)111-1111

Cookie Monster

Manager, Tim Horton's

(250)222-2222

Grover

CFI, Wherever

(250)333-3333