

# Resume Tips

Follow these 20 Tips for a *perfect* aviation resume!

1. Your resume should only be 1 page.
2. Only use black ink, no color.
3. The margins should be the same on all 4 sides and be between 0.7” and 1.0”.
4. The font should be no more than size 11 and the same throughout, Garamond is a good font to use.
5. Use bold sparingly to only make the most important information stand out.
6. Add a line under your personal information to create separation, your name can be bigger than size 11.
7. The order of information from top to bottom should be: personal information, objective, certificates and ratings, flight times, work experience, military, education and training.
8. Optional sections at the bottom can be achievements, volunteer, and/or organizations.
9. Including an objective is optional but it can show attention to detail and interest.
10. The most common hours to include are: Total Time, Pilot in Command, Turbine PIC, Second in Command, Instructor, Multi-engine and Combat.
11. Do not round your times to the nearest ‘5’ or ‘0’ – use accurate numbers to show accuracy as well as attention to detail and align your hours to the last digit.
12. It is not necessary to list ‘No Limitations’ from your medical because that is HIPAA protected information.
13. Include all jobs in the past 10 years OR since you stopped being a full-time student.
14. Include employment dates in both month and year.
15. Verify all of your dates and be consistent with the dates and company names on your application to show accuracy and attention to detail.
16. Create bullets for your job descriptions.
17. Job descriptions are only necessary for unique duties.
18. Bold only your position, not the company, to emphasize your experience.
19. Include all positions at each company and indicate the dates and equipment you flew in each position.
20. Bold only your degree and consider including your GPA.