

SUMMARY OF SKILLS:

- Mechanically sound professional with knowledge of multiple aircraft systems, procedures related to those aircraft and related equipment such as landing gear hydraulic components, torque wrenches and various hand tools.
- Knowledge of FAA compliance issues, regulations, inspection procedures and company directives.

EDUCATION:

20xx-Present **Delta State University** **Cleveland, MS**
 Bachelor of Commercial Aviation
 Major: Flight Operations
 Anticipated Graduation Date: December 2011

FLIGHT TIME:

Total: 743	Single Engine: 505	Cross Country: 212
PIC: 486	Multi Engine: 50	Night: 106
Instruction: 130	Glider: 174	Instrument: 80
Simulator: 29	Tailwheel: 18	Complex: 136

FLIGHT RATINGS:

- Commercial Multi-Engine and Single Engine with Instrument Privileges
- Commercial Glider Rating
- Certified Flight Instructor with Instruction Privileges
- Advanced Ground Instructor

EXPERIENCE:

20xx-Present **Delta State University** **Cleveland, MS**
Flight Instructor

- Instruct private, instrument and commercial students in a FAR 141 environment
- Co-pilot Delta State's King Air C-90 in scheduled rotations

Fall 20xx **Northwest Air Link** **Memphis, TN**
Flight Operations Intern

- Scheduled crew and attended pilot and crew meetings
- Learned cockpit procedures while jump seating
- Implemented in SBS Maestro Scheduling program

HONORS & ACTIVITIES:

- Delta State University Flight Team, 2010 Regional Champions
- Vice President, Alpha Eta Rho, Professional Aviation Fraternity
- Secretary, Sigma Alpha Epsilon Fraternity
- DSU Career Ambassador

REFERENCES:

Mr. Chip Cooper
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**DO NOT DUPLEX
OR STAPLE
ACTUAL RESUME!**

**E-mail your resume to
careerservices@deltastate.edu
and we'll give it a free check-up!**

July 9, 2013

Mr. John F. Smith
American Flight
100 North Riverside
Chicago, IL 60606

Dear Mr. Smith:

I am pleased to apply for the flight instructor position posted on the American Flight website. I believe that my previous experiences and education have prepared me for the position.

I am currently pursuing my degree in Flight Operations at Delta State University, and I plan to graduate in December 20xx. In addition to studying such valuable courses as _____ and _____, I have learned a great deal about the profession through my internship with Northwest Air Link in Memphis, Tennessee.

Aside from my flying qualifications, I am detail-oriented, work well with others, and know the importance of safety and customers coming first.

The position at American Flight mirrors my interests and abilities. I am very excited about the possibility of joining the team and working closely with the clients and staff members. To provide you with more information about my experiences and education, I have enclosed my resume with this letter. Thank you for your time and consideration.

Sincerely,

Jason Jones
Jason Jones

Enclosure

Flight Ops Interview Questions

How did you get started in Aviation?

Where is bleed air taken from?

The Captain continues an approach beyond minimums and tells you that he's shot this approach a thousand times, knows the area, and everything's fine. What will you do?

How far should you fly from a thunderstorm for safety?

You are talking to the Captain, and you smell alcohol, although you didn't see him drinking. What would you do?

You smell smoke in the cockpit, what initial action should you take? Then what do you do?

Flashing red light gun signal while flying means what?

What altitude do you fly when you have lost communications?

Can you define Balanced Field Length?

What is a Compulsory Reporting Point?

The aircraft is loaded beyond gross weight, and the Captain tells you that he does this all the time. What do you do?

What is a Microburst?

What is the most difficult decision that you have had to make? Aviation or non-aviation related? What did you learn from it?

You have been cleared for take-off. Upon getting airborne with the gear in the wells, what kind of conversation do you have with the Captain?

If you were a professional pilot and had an early morning trip, how would you prepare yourself?

If you could no longer fly due to medical reasons, what would you do?

How does CG affect Vmc?

What makes a great pilot? What makes a bad pilot?

Discuss a typical briefing of an instrument approach to minimums.

Based on your aircraft discuss a flight in IFR as well as icing-conditions?

Your aviation career although progressing nicely is happening very slowly. How do you feel about this situation?

What event in your life caused you to feel the way you do about aviation and flying?

What is the Max airspeed in Class B airspace?

What are some of the limitations of your aircraft and yourself?

If you attain all your goals as a professional pilot what do you intend to give back to aviation?

The Captain is descending below the MDA/DH without the runway environment insight. What do you do?

What are the four types of structural icing?

What is P factor?

What are the IFR altitudes above FL 290 for an aircraft heading between 0 and 179 degrees?

What period of time do you have to report an accident to the FAA?

What is a Convective Sigmet and what does it cover?

What determines when you go missed approach on an ILS?

What are the Part 121 Duty Time Regulations?

What is a MOCA?

The President, Vice President, and Board of Directors are flying in your plane, and they are adamant about getting to a shareholder meeting on time. 30 miles from your destination, you discover the arrival airport is covered under a level 6 cell. The cell has very little movement, what would you do?