

Robert J. Management

662-846-4646 P.O. Box 3174 Cleveland, MS 38733 management@gmail.com

SAMPLE

SUMMARY OF SKILLS:

- Proven ability to build, motivate and lead productive teams
- Expertise includes operations, logistics, project management and aircraft maintenance.
- Effective background in both Landside and Airside Operations
- Ability to work with passengers, cargo carriers, tenants, the media and airport staff to ensure a safe, secure and efficient facility

EDUCATION:

20xx

Delta State University

Cleveland, MS

Bachelor of Commercial Aviation

Major: Aviation Management

Related Coursework:

Principals of Transportation

Applied Meteorology

Aviation Law

Aircraft Engine Operations

Air Traffic Administration

Principals of Aerodynamics

EXPERIENCE:

Summer 20xx

Daytona Beach International Airport

Daytona Beach, FL

Airport Operations Intern

- Assist operations agents with airfield safety and security
- Conduct airfield and runway inspections
- Participate in meetings discussing the Airport Layout Plan, Daytona 500 and airport security

Summers

The Boeing Company

Long Beach, CA

20xx-20xx

Supplier Management Summer Intern, C-17 Program

- Recorded and presented actual vs. forecasted budget reports for analysis quarterly
- Compiled, analyzed and reviewed supplier data for analysis by administrators
- Assisted in Request for Information/Proposal/Quote Preparation

20xx-20xx

Delta State University, College of Education

Cleveland, MS

Office Assistant

- Operated telephone switchboard and direct callers accordingly
- Assisted Dean's secretary in daily office tasks
- Communicated with faculty and assisted in preparation of lectures and programs

HONORS & ACTIVITIES:

- Dean's List
- Delta Mu Delta, Business Honor Society
- Volunteer, American Cancer Society
- Student Accountants and Business Administrators, Vice President

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REFERENCES:

Mr. Kevin L. Plane

Former Supervisor

Daytona Beach International Airport

Daytona Beach, FL 65336

(800) 555-6550

plane@daytona.com

Mr. George C. Boeing

Former Supervisor

The Boeing Company

Long Beach, CA 96553

(800) 555-1111

GBoeing@boeing.com

Dr. Julie Clark

Academic Advisor

Department of Commercial Aviation

Delta State University

Cleveland, MS 38733

(662) 846-2222

jclark@deltastate.edu

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

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SAMPLE

July 9, 2013

Mr. William E. Boeing
The Boeing Company
100 North Riverside
Chicago, IL 60606

Dear Mr. Boeing:

I am interested in the available aviation management position with Boeing. I possess the knowledge, experience, skills and talent to make a significant contribution to the success of this organization.

In May 20xx, I received my Bachelor of Commercial Aviation degree in Aviation Management from Delta State University. I am looking for an opportunity to put my skills and knowledge to use. The position will give me the opportunity to utilize my skills to help Boeing meet its goal of (*state mission*).

In addition to studying such valuable courses as _____ and _____, I have learned about the profession through my internship with Daytona Beach International Airport in Daytona, Florida. These experiences make me an excellent candidate for this position.

The position at Boeing is a replica of my interests and abilities. I am very excited about the possibility of joining the team and working closely with your staff. To provide you with more information about my experiences and education, I have enclosed my resume. Thank you for your time and consideration.

Sincerely,

Robert J. Management
Robert J. Management

Enclosure

Robert J. Management

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SAMPLE

Aviation Management Interview Questions

1. What can you bring to this company?
2. Have you ever had an emergency? If so, how did you deal, with it?
3. How did you get started in Aviation?
4. Where do you see yourself in 10 years?
5. Who have been your role models, or who has had the most influence on you?
6. What goals do you have?
7. What is your greatest accomplishment?
8. What are some goals that you had that were never achieved, and how did you deal with it?
9. The captain continues an approach beyond minimums, telling you that he has shot this approach a thousand times, knows the area, and everything is fine. What will you do?
10. You find your captain drinking before a flight, how will you handle this?
11. You are talking to the captain, and you smell alcohol. Although you didn't see him drinking, what do you do?
12. You find yourself dealing with an arrogant captain, and you have a real personality clash- how do you deal with this?
13. What is the most difficult decision that you have had to make? Aviation or nonaviation related? What did you learn from it?
14. Discuss a bad situation which you managed to turn around?
15. What makes a great air traffic controller?
16. What makes a bad air traffic controller?
17. Most people have a person in their lives that influenced their career. Who was your mentor?
18. Discuss a typical briefing of an instrumental approach to minimums?
19. Based on your aircraft, discuss a flight in IFR as well as in icing conditions?
20. What event in your life caused you to feel the way you do about aviation and flying?
21. On a scale of one to ten how would you rate yourself in relation to communication skills, dependability, and integrity?