

# BEFORE John Smith

1234 Main Street  
Pickerington, OH 43147

Phone: 123-456-7890  
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## Objective

Professional pilot

## Professional experience

01/08 to present      ABC Aviation      Columbus, OH

### **Corporate pilot 135, 91, 91K**

- Responsible for the safe efficient operation of aircraft, while providing unparalleled service second to none

05/05 to 12/07      ABC Systems      Columbus, OH

### **Part 135 On Demand, Instructor Pilot**

- The time critical delivery of bank work, radio pharmaceuticals, blood work, and medical technologies
- Received three "Every Second Counts" awards in one year

12/02 to 05/05      Aviation International      New Bern, NC

### **Certified Flight Instructor, Instrument Instructor**

- Lead development of syllabus and certification for Part 141 flight school
- Flight and ground instruction for students from basic to advanced ratings
- Participated in fire patrol routes for NC Dept. of Forestry
- Participated in aerial surveys for NC Dept. of Fisheries

## Flight Experience and Qualifications

Airline Transport Pilot	Total hours 4250 (MEL) 1965
Multi-Engine Land	Pilot in command 2371
Single Engine Land	Instrument experience 283
CFI, CFII, MEI	Night 2340
LR-JET & CE-500 PIC type rating	Turbine 3020
Learjet 35A ( 1370)	Last 6 months 77
Citation Encore + (460)	Last 12 months 262

## Military Service

07/00 to 07/04      UNITED STATES MARINE CORPS

### **Aircraft Firefighter and Rescue Specialist**

- Supervised 17 Marines on a daily basis
- Ensured Marines received proper training to keep firefighter certifications
- Assigned as part of Security Augmentation Force for military police
- Emergency Response to Terrorism certified
- EMS first responder certified

## Education

01/02 to 05/06      ABC University      Cherry Point, NC

### **Bachelors of Science in Aviation Management**

- Participated in an internship program with local flight school, was hired on to stay with them
- Spent 2 1/2 years going to school full time while serving full time in the Marines, and flight instructing part-time

# AFTER

## JOHN SMITH

1234 Main Street \* Pickerington, OH 43147 \* (123) 456-7890 \* [jsmith@gmail.com](mailto:jsmith@gmail.com)

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### OBJECTIVE

Seeking to obtain a position that will capitalize upon my experience as a pilot, instructor and supervisor.

### EDUCATION

*Bachelor of Science in Aviation Management, ABC University, Cherry Point, NC, 2002-2006*

### SUMMARY OF ACCOMPLISHMENTS & QUALIFICATIONS

- Airline Transport Pilot
- Multi-Engine Land
- Single Engine Land
- Certified Flight Instructor, Certified Flight Instructor Instrument and Multi-Engine Instructor
- LR-Jet and CE-500 PIC type rating
- Emergency Response to Terrorism Certification while in the US Marine Corps
- First Responder Certification while in the US Marine Corps

### PROFESSIONAL EXPERIENCE

<u>FLIGHT HOURS</u>	Total.....	4250	Pilot in Command.....	2371
	MEL.....	1965	Night.....	2340
	Instrument.....	283	Last 6 months.....	77
	Turbine.....	3020	Last 12 months.....	262
	Learjet 35A.....	1370	Citation Encore +.....	460

### WORK HISTORY

#### **Corporate Pilot 135, 91, 91K**

*ABC Aviation, Inc., Columbus, OH*

*January 2008-Present*

- Provide safe, secure and efficient flight of aircraft.
- Maintain aeronautical charts, check weather and address client documentation.
- Provide exceptional customer service to clients.
- Responsible for aircraft preparation including appearance, cleanliness and catering presentation.
- Ensure the availability of ground transportation for clients prior to arrival.

#### **Part 135 On Demand, Instructor Pilot**

*ABC Systems, Columbus, OH*

*May 2005-December 2007*

- Responsible for the time critical delivery of sensitive items such as bank instruments, radio pharmaceuticals, blood work and medical technologies.
- Received three "Every Second Counts" awards for excellence in one year.
- Trained new pilots on policies and procedures.

#### **Certified Flight Instructor, Instrument Instructor**

*Aviation International, New Bern, NC*

*December 2002-May 2005*

- Responsible for the development of syllabus and certification for Part 141 flight school.
- Instructed flight and ground students from basic to advanced ratings.
- Participated in fire patrol routes for North Carolina Department of Forestry.
- Participated in aerial surveys for North Carolina Department of Fisheries.

#### **Aircraft Firefighter and Rescue Specialist**

*United States Marine Corps*

*July 2000-July 2004*

- Supervised 17 Marines on a daily basis.
- Ensured Marines received proper training to maintain firefighter certification.
- Assigned as part of Security Augmentation Force for military police.