



Professional Aviation Resume Guide

(What Hiring Managers Actually Look For)

Your resume is your first evaluation.

Before a chief pilot, recruiter, or hiring board speaks with you, they evaluate your professionalism from a single page. Aviation hiring decisions are made quickly. Structure, clarity, and accuracy signal whether you understand professional standards.

This guide reflects how aviation hiring managers review pilot resumes.

1) One Page — No Exceptions

Professional pilot resumes are one page.

Why:

- Hiring teams review large volumes of applicants.
- Aviation communication is concise by design.
- One page demonstrates discipline and prioritization.

If a line does not support your candidacy as a professional pilot, remove it.

2) Contact Information — Immediate and Visible

Your name and contact details must be easy to locate.

Include:

- Full legal name (prominent at the top)
- Phone number
- Professional email address
- Current address (permanent if different)

Keep formatting simple.

If contact information is difficult to find, the resume already feels unprofessional.

3) Photograph — Optional

Including a photograph is your choice.

A photo allows an employer to associate a face with your name. However, first impressions are often formed visually, which may introduce unintended bias.



If you prefer to avoid that risk, do not include a photo.

If you choose to include one:

- Use a recent photograph
- Wear professional attire
- Action shots are unnecessary
- Avoid filters or stylish editing

A photo should reinforce professionalism — not distract from it.

4) Certificates, Ratings, and Licenses — High Visibility

Recruiters verify qualifications first.

Place this section near the top.

List:

- Pilot certificates and ratings
- Instructor certificates (if applicable)
- Current medical certificate
- Passport status
- FCC radio permit (if applicable)
- Written exam scores (only if strong)

Hiring teams first confirm regulatory eligibility. If minimums are unclear, they stop reading. Clarity here is critical.

5) Flight Time Breakdown — Accuracy Is Non-Negotiable

This section must be precise and easy to verify. Hiring managers often compare these numbers directly to logbooks.

For most professional and turbine positions, list:

- Total Time
- PIC
- SIC
- Multi-Engine
- Single-Engine
- Turbine (Jet + Turboprop)

These allow recruiters to quickly confirm minimum qualifications and operational experience.

For lower-time or entry-level pilots, you may also include:



- Instrument (Actual and Simulated listed separately)
- Night
- Cross-Country
- Instructor Time

Professional standards:

- Use exact numbers
- Never estimate
- Do not round up

Precision reflects integrity. In aviation, accuracy equals trust.

6) Work History — Demonstrate Reliability

Aviation employers hire consistency and responsibility.

Format each position as:

WHAT – WHERE – WHEN

Example:

First Officer – Part 135 King Air 350 Operations
Company Name, City, State
January 2023 – Present

Include:

- Aircraft flown
- Type of operation (Part 91 / 121 / 135)
- Responsibilities
- Leadership roles
- Safety duties

Professional standards:

- List positions in reverse chronological order
- Avoid unexplained employment gaps longer than two months
- Do not include salary
- Do not include reasons for leaving

Hiring teams look for progression, stability, and increasing responsibility.

7) Education — Show Completion

Include education regardless of career stage.

List:

- Institution name
- Degree or program
- Graduation date (or expected)
- Aviation achievements
- Leadership or relevant involvement

If GPA is strong, include it. If not, emphasize discipline and performance.

Completion signals reliability.

8) Special Training — Professional Depth

This section distinguishes strong candidates.

Examples:

- Crew Resource Management (CRM)
- Part 61 or Part 141 training background
- EFIS or FADEC experience
- Safety Management Systems exposure
- Check airman or leadership training

List most recent training first.

Continued development shows commitment to professional standards.

9) Optional Sections — Use Discipline

Only include if relevant:

- Aviation memberships
- Volunteer work
- Awards
- Leadership positions

Keep these concise.

They should reinforce professionalism — not fill space.

10) Writing Style — Professional and Direct

Aviation communication is structured and clear.

Use:

- Bullet points
- Short statements
- Clean formatting
- Consistent spacing

Avoid:

- Long paragraphs
- Marketing language
- Buzzwords
- Personal opinions

Your resume should read like a technical briefing not a personal story.

11) Tailor Every Resume

Many operators use applicant tracking systems.

Study the job posting carefully.

If specific experience is listed and applies to you, ensure that exact language appears on your resume.

A tailored resume shows attention to detail and genuine interest.

Generic resumes signal low effort.

Final Step: Submit as a PDF

Always submit your resume as a PDF.

Why:

- Preserves formatting
- Prevents accidental edits
- Maintains alignment and spacing
- Presents a professional appearance

Formatting errors from editable documents immediately undermine attention to detail.

Social Media Review — It Happens

Many aviation employers review social media profiles before interviews.

They are assessing:

- Professional conduct
- Judgment
- Safety mindset
- Communication maturity

Professional audit checklist:

- Remove offensive or reckless content
- Avoid public arguments
- Eliminate posts suggesting unsafe behavior
- Use a professional profile photo

You do not need to change who you are. You only need to demonstrate that you can be trusted with passengers, crews, and a multi-million-dollar aircraft.

Trust is foundational in aviation hiring.

Hiring Manager Summary

If your resume:

- ✓ Fits on one page
- ✓ Is structured and easy to scan
- ✓ Clearly displays certificates and flight time
- ✓ Demonstrates stable work history
- ✓ Contains zero spelling or formatting errors
- ✓ Is submitted as a PDF

You are already ahead of many applicants.

In aviation, details matter. Your resume should reflect that standard.

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