



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 often made quickly. Structure, clarity, and accuracy immediately signal whether you understand professional standards.

This guide reflects how aviation hiring managers actually review pilot resumes.

01 One Page — No Exceptions

Professional pilot resumes are one page.

Why?

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

→ **PRO TIP:** *If a line does not directly support your candidacy as a professional pilot, remove it.*

02 Contact Information — Immediate and Visible

Your name and contact details must be easy to locate within seconds.

Include:

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

Keep formatting clean and simple. No graphics. No design elements. No colors.

→ **PRO TIP:** *If contact information is difficult to find, the resume already feels unprofessional.*

➔ Photograph — Optional, Not Required

Including a photograph is entirely your choice. Adding a photo allows an employer to associate a face with your name. However, first impressions are often formed visually, which can introduce unintended bias.

If you prefer to avoid that risk, there is no requirement to include a photo.

If you decide to include one:

- Use a recent photograph.
- Choose a professional image in formal attire.
- Action shots are not necessary.
- Avoid heavy filters or stylized editing. Natural presentation is best.

➔ **PRO TIP:** *If you include a photo, it should reinforce professionalism — not distract from it.*

03 Certificates, Ratings, and Licenses

Recruiters verify qualifications before anything else. Place this section near the top of the page.

List:

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

➔ **PRO TIP:** *Hiring teams first confirm regulatory eligibility. If minimums are not clearly met, they will not continue reading.*

04 Flight Time Breakdown — Accuracy Is Non-Negotiable

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

For professional and turbine positions, list:

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

For entry-level positions, also include:

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

Professional standards:

- Use exact numbers.

- Never estimate.
- Do not round up.
- Do not include simulator time in total flight time.

➔ **PRO TIP:** *Precision reflects integrity. In aviation, accuracy equals trust.*

05 Work History — Demonstrate Reliability

Aviation employers hire consistency and responsibility.

Format each position as:

WHAT — WHERE — WHEN

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 or supervisory roles
- Safety-related duties

Professional standards:

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

➔ **PRO TIP:** *Hiring teams look for progression, stability, and increasing responsibility.*

06 Education — Show Completion and Commitment

Include education regardless of career stage.

List:

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

If GPA is strong, include it. If not, emphasize discipline, performance, or professional growth.

➔ **PRO TIP:** *Completion signals reliability.*

07 Special Training — Professional Depth

This section separates serious 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.

→ **PRO TIP:** *Continued development demonstrates commitment to professional standards.*

08 Optional Sections — Use With Discipline

Only include if directly relevant:

- Aviation memberships
- Volunteer work
- Awards
- Leadership positions

→ **PRO TIP:** *These should reinforce character and professionalism — not fill space.*

09 Writing Style — Professional and Direct

Aviation communication is clear and structured.

✓ USE

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

✗ AVOID

- Long paragraphs
- Marketing-style language
- Buzzwords
- Personal opinions

→ **PRO TIP:** *Your resume should read like a technical briefing, not a personal story.*

10 Tailor Every Resume to the Position

Many operators use applicant tracking systems. Study the job posting carefully.

If the posting states specific experience requirements and they apply to you, ensure that exact language appears on your resume.

A tailored resume demonstrates attention to detail and genuine interest.

→ **PRO TIP:** *Generic resumes signal low effort.*

✈️ Always Submit as a PDF

Your resume should always be saved and submitted as a PDF.

Why:

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

✈️ **PRO TIP:** *Formatting errors caused by editable documents immediately undermine attention to detail.*

✈️ Social Media Review — Yes, It Happens

Many aviation employers quietly review social media profiles prior to interviews.

They are assessing:

- Professional conduct
- Judgment
- Safety mindset
- Communication maturity

Professional audit checklist:

- Remove offensive or reckless content.
- Avoid public arguments.
- Eliminate posts that suggest unsafe behavior.
- Use a clean, professional profile photo.

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

✈️ **PRO TIP:** *Trust is foundational in aviation hiring.*

Hiring Manager Summary

If your resume meets the following criteria, you are already ahead of many applicants:

- ✓ 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

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