

# TETERBORO SCHOOL OF AERONAUTICS

## GRADUATE ASSISTANCE PACKAGE

### RESUME TIPS

Since only 2% percent of applicants get an interview, a resume should be written with the intent of what an employer can read in a quick, 10 second glance. It should be written as a sales brochure to sell you. That means that a paper resume submitted should be limited to one page on standard 8.5" by 11" paper (this size paper) on better stationery, not copy paper. If submitting electronically, keep the same size guidelines. Use a one-inch margin on all four sides, avoiding fancy fonts using italic or script. Make headings stand out using underlining, **bold**, or CAPITILIZATION.

Remember to concentrate on your abilities to do the work. Don't avoid listing being laid-off. It's not something that should prevent you from getting a job.

There is no official format for a resume. There are professional services that perform this function, as well as being listed in websites like Monster.com. We have included several samples on the next page. A resume should include your personal contact information at the top, followed by a short Job Objective. What sections are listed next is arbitrary. Listing education, skills, and experience is up to you. List military service if you have any.

## **Effective Resumes: An 'Objective' Debate**

**[http://hotjobs.yahoo.com/resume/Effective Resumes An Objective Debate 20021115-1029.html?subtopic=Resume+Basics](http://hotjobs.yahoo.com/resume/Effective%20Resumes%20An%20Objective%20Debate%2020021115-1029.html?subtopic=Resume+Basics)**

Are you for job objectives or against them?

Most job seekers -- and even career experts -- have strong opinions.

Those in favor say objectives are the simplest, quickest way to target a specific position. Those against charge that objectives waste valuable space and limit you to just one position when you might be qualified for others.

Whether you are pro- or anti-objective, here are tips for writing a resume that will grab recruiters' attention from the get-go.

### **Putting Your Goal on Paper**

Job objectives work best for two types of job seekers:

- Those who know exactly what job they want, and
- Those whose career goal isn't obvious on their resumes.

If you include an objective, place it directly under your name and contact information. An objective typically begins with "to." For example, "Objective: To obtain a position ... "

Your objective should be simple, specific and brief -- no more than two or three lines. It should highlight what you have to offer the company, such as a specific skill or experience. A recruiter is more interested in what you can give the company than what you hope to get from it.

Here's an example of an effective job objective:

Objective: To obtain an entry-level account management position in financial services utilizing my strong analytical and interpersonal skills.

Review your objective each time you send a resume and make sure it fits the job you're applying for. Just as you should have several versions of your resume, you should also have several versions of your job objective.

### **Summarizing Your Skills**

Not 100 percent sure what job you want? Then you may find a summary statement more effective than an objective.

While an objective focuses on the job, a summary statement focuses on the job seeker.

A summary statement is a one- to two-sentence overview that captures the essence of your skills and experience. It highlights what makes you a qualified candidate as well as what makes you different (and better) than other applicants.

Tailor your summary statement to highlight the experience that is most relevant to the job.

Here's an example of a strong summary statement.

**Summary:** Public relations professional with five years of experience managing PR campaigns across multiple media, working with national and local press and coordinating large-scale events.

### **Highlighting Your Achievements**

Sometimes a job objective is too targeted. And sometimes a summary statement is too short to highlight all your accomplishments.

If that's the case, you have another option: A summary of qualifications.

A summary of qualifications is similar to a summary statement, but differs in two key ways:

1. It's formatted as a list of items rather than a single statement, and
2. It highlights specific accomplishments rather than general achievements.

It's most useful for job seekers who have a long work history or who are applying for senior positions. It's an effective way to highlight the most important, relevant parts of a long, detailed resume.

This section goes by many names, like "Key Accomplishments" and "Career Highlights." It's placed just where a job objective or summary statement is, under your contact information.

A summary of qualifications is a list of your most significant career accomplishments. For maximum effectiveness, the list should include no more than five items and be results-oriented.

The summary of qualifications is usually a list of short phrases. You can use a bulleted list, with each qualification on its own line. Or, to conserve space, you can arrange them in paragraph format, with a period after each one.

Here's an example of an effective summary of qualifications.

#### **Summary of Qualifications**

- Skilled pharmaceutical sales manager/executive with nine years sales experience and advanced degree in biology.
- Consistently surpassed annual revenue goals by 35 percent-plus.
- Named 2001 "Salesperson on the Year." Managed regional sales staff of 175.

Job objectives, summary statements, summaries of qualifications -- all are useful resume options. Your best choice will depend on your experience and the type of job you're interested in.

## **Words Every Resume Should Include**

**[http://hotjobs.yahoo.com/resume/Five Words Every Resume Should Include 20031021-1701.html?subtopic=Resume+Basics](http://hotjobs.yahoo.com/resume/Five_Words_Every_Resume_Should_Include_20031021-1701.html?subtopic=Resume+Basics)**

Every word on your resume counts in today's competitive job market. But some words count more than others -- especially those that refer to soft skills.

Soft skills are increasingly important in the workplace. In fact, 86 percent of employers considered soft skills to be among their most important hiring criteria in a recent survey by two University of Massachusetts economists.

### **'Teamwork'**

Teamwork is more important than ever in the workplace.

The ability to work well with others to accomplish a common goal is vital for a harmonious workplace.

Employees are often organized into teams to manage projects. And many employers believe collaboration increases the quality of work and improves productivity.

A team player is an attentive listener, a cooperative colleague and is willing to help others.

### **'Flexibility'**

Employers value workers who are flexible and able to juggle multiple tasks simultaneously. In other words, it's sometimes just as important to be a jack-of-all-trades as a master of one.

You can show that you're flexible by demonstrating a willingness to take on new and varied projects and an ability to handle changing priorities and deadlines.

Ultimately, being flexible doesn't only increase the odds that you'll get a job -- it also improves your chances of keeping it should layoffs occur.

### **'Detail-Oriented'**

Employers want to know that they can trust workers to handle a project down to the last detail.

Being "detail-oriented" means being organized and meticulous about your work. It also implies that you can work without constant supervision and act independently.

### **'Self-Motivated'**

Employers value employees who are self-starters. These workers can generate their own ideas and follow them through to fruition.

A self-motivated worker goes the extra mile. She regularly takes on tasks that may not be part of her job description. She's inspired to work hard not just to reap rewards but also for personal satisfaction.

## **Do the Right Thing With Your References**

**<http://hotjobs.yahoo.com/jobseeker/tools/ept/careerArticlesPost.html?post=93>**

If you're like most job seekers, you probably pay lots of attention to your resume and even your cover letter. In comparison, your references may be something of an after-thought, but treating them as such is a huge tactical error in your quest for work. A thoughtful and stellar reference can help you get hired, while an unenthusiastic, uninformative reference may hurt your chances.

Here are eight do's and don'ts to make the most of your references.

### **The Do's:**

- Do remove "References available upon request" from your resume. Of course they are!
- Do mention a reference by name in your cover letter if that individual works at the company to which you're applying and has a good reputation there. This will help ensure that your resume gets the attention it deserves.
- Do keep your references varied. List just one per job or period in your professional life.
- Do check in with your references at least two times a year. Let each person know where you're at in your career. Also, remember to see if there's any way you can help them in their careers.

### **The Don'ts:**

- Don't give your references out to prospective employers without being asked. Also, make sure you're being asked at the appropriate point in the hiring process. It should be clear that you're under serious consideration when you provide them.
- Don't provide a prospective employer with too many references. Three should be ample. Just be sure that each has something unique to say about your talents and your contributions at each job you've done.
- Don't list references that go too far back in your employment history, unless the person you're using as a reference is famous in the field in which you're working, or your contribution to that company was particularly noteworthy.
- Don't ask your references to "stretch the truth." It's bad enough if you get caught in a lie. If a professional reference is implicated in it, it can damage that person's reputation as well.

## **SAMPLE RESUME GIVING JOB DESCRIPTION AND THEN JOBS HELD**

**John Doe**  
**100 President Street**  
**Hometown, NJ 07601**  
**201-555-5893**

### **Objective**

Obtain an entry-level position as an Airframe and Powerplant technician

### **Employment Experience**

- Demonstrated ability to perform reliably with ability to work under general rather than direct supervision by becoming lead carpenter responsible for work performed by the framing crew on new and renovation construction of residential and commercial buildings.
- Worked with general contractor in coordinating work schedules with other contractor trades and with architect with respect to building plan changes.

### **Employment History**

1997-Present **Acme Paint and Wallpaper Company Inc, Teterboro NJ**

- Part-time retail sales person in a paint and home improvement store. Duties assisting customers; stocking shelves, and maintaining general cleanliness of store. Additional duties include customer merchandise returns and customer satisfaction issues.

1995-1997 **ABC Construction Company, Carlstadt NJ**

- Framing carpenter. Left position to enter school for career change due to unsuitability of construction industry as a long term and stable career path.

### **Education and Certifications**

1997-1999 **Teterboro School of Aeronautics, Teterboro NJ**

- Graduate of FAA approved Airframe and Powerplant curriculum.
- Holder of the Federal Aviation Administration Airframe and Powerplant Certificates

1994-1995 **Orange County BOCES**

- Graduate of one-year program leading to a diploma and building trades certification for New York State

### **Personal Interests-Memberships and Awards**

- Member of Young Voters League
- Enjoy working with youngsters needing role models through local church parish.
- Enjoy popular music and attending local music concerts
- Received "Student of the Year Award" 1998, Orange County BOCES  
Received one Academic Excellence award and three attendance awards at TSA

## SAMPLE RESUME SHOWING FROM THE NEWEST TO THE OLDEST JOBS

**John Doe**  
**100 President Street**  
**Hometown, NJ 07601**  
**201-555-5893**

### **Objective:**

Obtain an entry-level position as an Airframe and Powerplant technician

### **Employment History:**

1997-Present **Acme Paint and Wallpaper Company Inc, Teterboro NJ**

- Part-time retail sales person in a paint and home improvement store. Duties assisting customers; stocking shelves, and maintaining general cleanliness of store. Additional duties include customer merchandise returns and customer satisfaction issues.

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### **Education and Certifications:**

1997-1999 **Teterboro School of Aeronautics, Teterboro NJ**

- Graduate of FAA approved Airframe and Powerplant curriculum.
- Holder of the Federal Aviation Administration Airframe and Powerplant Certificates

1994-1995 **Orange County BOCES**

- Graduate of one-year program leading to a diploma and building trades certification for New York State

### **Personal Interests-Memberships and Awards**

Member of the Young Voters League

Enjoy working with youngsters needing role models through local church parish.

Enjoy popular music and attending local music concerts

Received "Student of the Year Award" 1998, Orange County BOCES

Received Powerplant Phase award, and three attendance awards at TSA

## **SAMPLE RESUME OF EXPERIENCE IN AVIATION FIELD**

**John Doe**  
**100 President Street**  
**Hometown, NJ 07601**  
**201-555-5893**

### **Objective**

Obtain an entry level, or above, position as an Airframe and Powerplant technician

### **Aviation Experience**

- Four years US Army as helicopter maintenance technician.
- Demonstrated ability to perform reliably in the maintenance of operational aircraft in an active field environment.
- Duties included aircraft systems evaluation, troubleshooting, and participating in line and overhaul maintenance activities.
- Worked as a mechanics helper in a corporate flight department while completing school, working under supervision of the Director of Maintenance and his staff.

### **Employment History:**

#### **1997-Present First Aviation Services, Teterboro NJ**

- Part-time mechanic helper in corporate flight department, assisting full-time technicians in all maintenance activities for corporate jet aircraft, as well as updating maintenance manuals as needed.

#### **1993-1997 United States Army**

- 73<sup>rd</sup> Air Response Unit, South Korea OH-58 Maintenance Technician.
- Promoted to senior field maintenance representative for all squadron aircraft.

### **Education and Certifications**

#### **1997-1999 Teterboro School of Aeronautics, Teterboro NJ**

- Graduate of FAA approved Airframe and Powerplant curriculum.
- Holder of the Federal Aviation Administration Airframe and Powerplant Certificates

#### **1995 Barker Helicopter maintenance training school, Los Angeles, CA.**

- Graduated six-month schooling on maintenance and overhaul of attack helicopters.

#### **1992-1993 US ARMY Aviation Technical Training Unit, Fort Rucker, AL**

- Graduated one-year program leading to aviation maintenance specialist

### **Personal Interests-Memberships and Awards**

Member of the Young Republicans

Enjoy working with youngsters needing role models. This work is done through my local church parish.