



Resume Checklist

Overall Appearance and Content

- Avoids using templates found online. Refer to MGA examples and create your own format in Word
- Organized, easy to read with appropriate use of bold, underlining, italics, etc. and info separated into categories
- Looks appropriate for your profession (no pictures, colored or script font, etc.)
- Makes efficient use of space but maintains at least .5 inch margins around the edge
- Limited to 1 page with most relevant information at the top
- Supports and substantiates objective/goal
- Does not use full sentences (no "I" statements)
- Free from grammatical, spelling, & punctuation errors
- Sent in person, printed on high quality resume paper; sent electronically, final product saved as a PDF

Contact Information

- Is clearly presented at top of page
- Includes one telephone number and one email address with a professional sound to it
- Includes current address or desired relocation city

Skills

- Include a technical skills section for your field or use keywords in descriptions
- Do not list soft skills but incorporate in experience descriptions instead

Flight Hours (if applicable)

- List types of aircraft, flight types and hours logged. Update regularly.

Certifications, Licensure

- List those related to your specific field

Education & Training Section

- Includes degree(s), major and institution; most recent degree listed first. Excludes high school unless you are a current dual enrollment student.
- Includes graduation date
- GPA is included if over 3.0
- Includes relevant coursework (no course numbers), especially if it shows key skills for your field
- Includes Study Abroad, if applicable
- Include applicable trainings

Experience Section

- Includes employer name, job title, dates of employment (month, year) and location (city, state)
- Listed in reverse chronological order within sections
- Uses concise phrases starting with action verbs
- Descriptions detail skills, accomplishments and results rather than tasks/duties unrelated to objective

Leadership/Activities/Honors

- Shows well roundedness
- Choose most significant involvement and honors that you could elaborate on in an interview
- Emphasizes/describes leadership roles similar to your experience section
- Lists scholarships only if significant, makes you stand out

References

- Listed on a separate page with same header as resume
- Always ask your references if they will provide a good reference for you before you list them
- Verify that all information is correct; update regularly

Important tip: Read the job description, speak to the skills and experience needed, and follow the directions for submitting your materials.

First Name Last Name

123 Eastman, Georgia 31055 • (222) 123-1234 • sample.resume@gmail.com

OBJECTIVE

Full-time position in Aircraft Structural Maintenance; willing to relocate

EDUCATION

Middle Georgia State University School of Aviation, May 2020

Associate of Applied Science in Aircraft Structural Technology, GPA: 3.3

COURSES

Structural Layout, Fabrication & Sealants

Aviation Career Employability Skills 1

Aviation Career Employability Skills 2

Tech Publications & Aerospace Quality Control

Aircraft Aerodynamics & Structural Fundamentals

Applied Technical Math

Aircraft Blueprint Reading

Composites and Bonded Structures

Aircraft Metallurgy & Corrosion Control

Basic Blueprint Reading

SHOP EQUIPMENT AND TOOLS

Rivet gun with rivet sets and Safety springs

Pneumatic drill with drill bits and chucks key

Countersink bit

Cutting wheel

Micrometer

Bucking Bars

Deadblow and Ballpeen hammer

Omada

Press Brake

Electric Shear

Rotex Punch

Air Hose

Microstop

90-degree grinder

Clecos with cleco pliers

Dial Caliper

Flat, round, and vixen files

Autoclave

Cornice Brake

Automatic slip roll

Throatless Shear

Rivet Punch and Squeezer

WORK EXPERIENCE

Wal-Mart Supermarket, Eastman, GA

2018 – present

- Unload freight from trucks, stocks merchandise, and rotates merchandise by date in order to maintain freshness
- Assist with providing hands-on customer service, operation of computerized cash register, and verification of processes associated with the automated ordering system

Eastman Paper Company, Eastman, GA

2016 – 2018

- Operated heavy machinery (including the “Bobcat” also known as a Skid steer, tractors, and sky lifts)
- Followed OSHA guidelines for manufacturing and demonstrated the use of personal protective equipment (PPE)
- Used Microsoft word, PowerPoint, and Excel to perform administrative functions

CAMPUS LEADERSHIP

President, Aircraft Structural Club - Middle Georgia State University

Vice President, Peer Career Advisor - Middle Georgia State University

First Name Last Name

123 Eastman, Georgia 31055 • (222) 123-1234 • sample.resume@gmail.com

OBJECTIVE

To obtain a First Officer position with a commercial airline

EDUCATION

Middle Georgia State University School of Aviation, Eastman, GA May 2020
Bachelor of Science, Aviation Science and Management, Concentration: Flight, GPA: 3.3

FLIGHT EXPERIENCE

Certificates and Ratings:

Commercial Pilot; ASEL, AMEL; Instrument Airplane
Certified Flight Instructor, Instrument
Restricted Radio Operator License
FAA First Class Medical Certificate

Total Hours.....**500**
Multiengine.....200
Pilot in Command.....125
Instrument (Simulated & Actual)....86
Cross Country.....40
Night.....49

RELATED EXPERIENCE

Southwest Airlines, Dallas, TX

May – August 2019

Airport Affairs Intern

- Reviewed financial data including income statements and balance statements
- Collected and analyzed data for reports submitted to Chief Airport Affairs Officer
- Communicated daily with outside sources, vendors, Teams, and Internal/External Customers via personal contact, telephone, and written correspondence

Lowe Aviation, Macon, GA

Customer Service Associate

May 2017 – May 2019

- Arranged car rentals and hotel accommodations for aviation patrons
- Communicated and managed logistics with catering organizations for special events

WORK EXPERIENCE

Wal-Mart Supermarket, Eastman, GA

March 2016 – April 2017

- Managed unloading freight from trucks and stocking and rotating merchandise according to date in order maintain freshness
- Assisted with providing hands-on customer service, operation of computerized cash register, and verification of processes associated with the automated ordering system

CAMPUS LEADERSHIP

President, Women in Aviation - Middle Georgia State University

Peer Career Advisor, Center for Career & Leadership Development - Middle Georgia State University

RESUME ACTION VERBS

When describing your experiences, start each bulleted phrase with a strong action verb to demonstrate a specific skill. Avoid starting your phrases with the words “responsible for.” Instead, you want to provide the reader with a visual of how you acted on the job. Use the words listed to create a clear picture of your experiences.

Management / Leadership Skills

- assigned
- attained
- chaired
- collaborated
- consolidated
- contracted
- cooperated
- coordinated
- delegated
- directed
- enforced
- enlisted
- executed
- expedited
- facilitated
- governed
- improved
- increased
- initiated
- inspired
- led
- listened
- managed
- mediated
- motivated
- oversaw
- planned
- prioritized
- produced
- recommended
- represented
- reviewed
- revitalized
- scheduled
- shaped
- strategized
- strengthened
- spearheaded
- supervised

Communication Skills

- addressed
- arbitrated
- authored
- clarified
- conveyed
- convinced
- corresponded
- directed
- drafted
- edited
- explained
- formulated
- influenced
- informed
- interpreted
- interviewed

- lectured
- mediated
- moderated
- negotiated
- persuaded
- promoted
- publicized
- reconciled
- recruited
- reported
- summarized
- translated

Research Skills

- analyzed
- calculated
- collected
- compared
- conducted
- critiqued
- defined
- evaluated
- examined
- extracted
- forecasted
- formulated
- gathered
- identified
- inspected
- predicted
- quantified
- reviewed
- summarized
- surveyed
- systematized
- tested

Technical Skills

- analyzed
- assembled
- built
- calculated
- computed
- constructed
- designed
- devised
- engineered
- fabricated
- located
- maintained
- modified
- operated
- overhauled
- programmed
- remodeled
- repaired
- solved
- supplied
- upgraded

Teaching Skills

- adapted
- advised
- coached
- communicated
- coordinated
- demonstrated
- developed
- enabled
- encouraged
- evaluated
- explained
- facilitated
- guided
- informed
- instructed
- persuaded
- set goals
- stimulated
- trained

Financial Skills

- administered
- allocated
- analyzed
- appraised
- audited
- balanced
- budgeted
- calculated
- computed
- developed
- forecasted
- marketed
- planned
- projected

Creative / Design Skills

- acted
- built
- choreographed
- composed
- conceptualized
- created
- customized
- designed
- directed
- entertained
- established
- fashioned
- founded
- illustrated
- incorporated
- instituted
- integrated
- introduced
- invented
- originated
- performed

- photographed
- planned
- revitalized
- shaped

Helping Skills

- administered
- assessed
- assisted
- clarified
- coached
- communicated
- coordinated
- counseled
- demonstrated
- diagnosed
- dispensed
- educated
- evaluated
- expedited
- facilitated
- familiarized
- guided
- monitored
- motivated
- operated
- performed
- recorded
- referred
- rehabilitated
- represented

Clerical / Detail Skills

- approved
- arranged
- catalogued
- classified
- collected
- compiled
- dispatched
- executed
- generated
- implemented
- inspected
- monitored
- operated
- organized
- prepared
- processed
- purchased
- recorded
- retrieved
- screened
- specified
- systematized
- tabulated
- validated



Writing an Effective Cover Letter

What is the purpose of the cover letter? The cover letter tells an employer why they are receiving your resume and for which job you are applying. Study the job description so that you can specifically communicate what you are applying for and how your skills and experience best match the position. You can practice writing a cover letter but you will have to write a new one each time you apply for a job. If you do not change your cover letter with each job application, you will be less likely to convince a potential employer that you really want the job.

When do you send a cover letter? If you are applying for a job by mailing, emailing, or faxing a resume, you should always send a cover letter. Pay close attention to the job posting to which you are applying. In most instances, the application process will require both a resume and a cover letter.

What if I apply for a job on-line? If the online process allows you to upload a cover letter, then ALWAYS send a cover letter. Read the directions and act accordingly. If you are emailing the resume, attaching a cover letter in addition to a brief but professional email message is very acceptable.

Do I take a cover letter to a job fair or to an on-campus interview? No. A cover letter is unnecessary since you are meeting in-person.

Jane Austin

Relocating to Atlanta, GA | (478) 555-5555

janeaustin@mga.edu

November 1, 2019

Ms. Katherine Ortiz
Director of Human Resources
Express Airlines
10656 Columbia Parkway
Atlanta, GA 31301

Dear Ms. Ortiz:

I am interested in the Customer Service Agent position with Express Airlines that you have listed on Handshake with Middle Georgia State University. I believe my customer service work experience and academic background in aviation and airline management make me a great fit for this position.

As you will note in the enclosed resume, I will be graduating in December with a degree in Aviation Science and Management with a concentration in Management. Previously, I obtained a certificate in Airline Management. In addition, I have two years of experience in customer service within the retail industry. In this role, I have also trained new associates on the company's customer service model.

I would appreciate the opportunity to meet with you to discuss this opportunity in person. Contact me by phone at (478) 555-5555 or email at janeaustin@mga.edu to schedule an interview. Thank you for your time and consideration.

Sincerely,

Jane Austin

Although you can follow the typical business letter format for writing your address, an easy and eye catching option is to copy your resume heading to the top of the cover letter.

Date you are writing the letter

Address of the person you are writing

Salutation: Always write to a person. Take the time to find out the hiring manager's name or appropriate title.

Paragraph 1 explains why you are writing. Include information such as:

- 1) Why you are interested?
- 2) Willingness to relocate (if applicable)
- 3) How you found out about the job and/or how the position relates to your goals.

Paragraph 2 is your sales pitch. Discuss how your skills, experiences, and strengths fit the position.

Suggested topics include:

- 1) A direct (and sincere) interest you have in what the organization does.
- 2) Emphasizing the skills/experiences that you have that meet the employer's needs.
- 3) Giving one or two related examples of accomplishments that relate to key qualifications and job duties.
- 4) Experiences could include courses you have taken, class projects, campus involvement, or related work experience/skills.

Paragraph 3 is where you create a plan of action:

- 1) Ask for an interview.
- 2) What will you do next?
- 3) Thank the person for their time or indicate your eagerness to speak with them further.

Signature:

Sincerely or Best Regards are the best ways to end a business letter.