CAPE COD COMMUNITY COLLEGE
Powerful Futures Start Here

RESUME WRITING PACKET

Purpose of a Resume

The resume is a tool with one specific purpose: **To Land an Interview**. It is a document used by persons to present their backgrounds and skills. A resume is an advertisement, nothing more, nothing less and by the way, there is NO such thing as the 'perfect' resume.

A quality resume doesn't just tell hiring personnel what you have done but it presents you in the best light. It convinces the employer that you have what it takes to be successful in this new position or career

Format

Picking a format is critical. You can go online and search "Resume Formats" or even better, "Aviation Maintenance Technology Resume Formats", and see there are hundreds of different formats you can get ideas from. The goal is…that your resume is so pleasing to the eye that the reader is enticed to pick it up and read it. It "whets the appetite," stimulates interest in meeting you and learning more about you. It inspires the prospective employer to pick up the phone and ask you to come in for an interview.

A Resume is NOT…

It is not a history of your past, as a personal statement or as some sort of self-expression. Granted, most of the content of any resume is focused on your job history; but write from the intention to create interest, to persuade the employer to call you. If you write with that goal, your final product will be very different than if you write to inform or catalog your job history.

Resume Writing is a "Life Skill"

Most people write a resume because everyone knows that you have to have one to get a job. They write their resume grudgingly, to fulfill this obligation. Writing the resume is only slightly above filling out income tax forms in the hierarchy of worldly delights. If you realize that a great resume can be your ticket to getting exactly the job you want, you may be able to muster some genuine enthusiasm for creating a real masterpiece, rather than the feeble products most people turn out.

****LEARN TO WRITE YOUR OWN RESUME…
YOU Know YOU Better Than Anyone!!!**

Use this resume packet to help put together all your information needed to create a quality resume. Then you will pick a format (Again, go online and search "Resume Formats"). Then you can start formatting your resume to your preference.

**If you need assistance see Miles ☺

Section 1 (Contact Information):
**Must be current & accurate…Inaccurate contact info may cost you a job.

Name:(blank)_____

Address:(blank)_____

City/State/Zip:(blank) _____

Phone: (Home) :(blank) _____ (Cell) (blank) _____

E-mail Address: (blank) _____

Section 2 (Career Objective):
The Career Objective is a simple and clear statement presenting your career goals and strengths and should always be at the top of your resume. Below are some "Aviation Maintenance" objective examples and space to write your own. Again, search online for "Resume: Career Objectives" for ideas.

Examples:
- FAA certified Airframe & Powerplant (A & P) Mechanic/Technician seeking a permanent position in the aviation industry.
- To acquire employment as an entry-level technician in the field of aviation maintenance.
- To build a successful career in the aviation industry with opportunities for growth and advancement.
- To gain employment in the aviation industry where I can utilize my education and work at what I enjoy.
- To secure employment as an entry level aviation maintenance technician where I will have continued education and training, which will aid in career advancement.
- To enter the aviation industry in a challenging and responsible position with the opportunity for advancement.
- To acquire employment as an entry level aviation maintenance technician in order to gain additional knowledge, work experience and career advancement.

Career Objective:

(blank)_____

_____

_____

_____

Section 3 (Highlights):

Right after your listed objective, it's wise to have a section that lists eye-catching accomplishments and skills. This includes relevant certificates, licenses, awards, languages, professional achievements, etc…

Examples:

- FAA Airframe & Powerplant Certificate # (blank) _____
- FAA Powerplant Certificate # (blank) _____
- FAA Airframe Certificate # (blank) _____
- FCC 1, 3, & 8 GROL (blank) _____
- CCCC Perfect Attendance
- CCCC Outstanding Attendance
- CCCC High GPA
- CCCC Student Council Member
- Military Awards
- Employee of the Month Award
- Proven Skills & Accomplishments "On-the-job"
- Forklift Certification & Experience
- CDL License
- Welding Certification & Experience
- Security Clearance
- Experience with Hand & Power Tools
- Languages
- Computer Skills
- Etc…

Highlights:

(blank_____

Section 4 (Aviation Maintenance Skills and Formal Training):

During your training here at CCCC you have developed skills and experience in all the required Part 147 curricula including working with specific tools and on specific aircraft. Listing your learned experience is critical in marketing yourself as a skilled candidate-for-hire.

Aircraft Utilized in Training:

- Name of Aircraft: (blank) _____
- Name of Aircraft: (blank) _____
- Name of Aircraft: (blank) _____
- Name of Aircraft: (blank) _____

Formal Aviation Maintenance Training at CCCC (FAA/FAR Part 147 Training):

General:

- Basic Electricity
- Fluid Lines & Fittings
- Mathematics for Aviation
- Aircraft Drawings
- Materials & Processes
- Federal Aviation Regulations
- Weight & Balance
- Ground Operation & Servicing
- Basic Physics for Aviation
- Cleaning & Corrosion Control

Airframe Structures:

- Non Metallic Structures
- Aircraft Covering
- Aircraft Finishes
- Metallic Structures
- Aircraft Welding
- Assembly & Rigging
- Airframe Inspection

Airframe Systems & Components:

- Aircraft Landing Gear Systems
- Aircraft Hydraulic & Pneumatic Systems
- Cabin Atmosphere Control Systems
- Communication/Navigation Systems
- Position, Warning, Ice & Rain Control Systems

Powerplant Theory & Maintenance:

- Aircraft Reciprocating Engines
- Turbine Engines, Unducted Fans, & APUs
- Powerplant Inspection

Powerplant Systems & Components:

- Lubrication Systems
- Ignition & Starting Systems
- Fuel Metering Systems
- Induction & Engine Airflow Systems
- Powerplant Cooling Systems
- Powerplant Exhaust & Reverser Systems
- Propellers

Combined Systems & Components:

- Aircraft Electrical Systems
- Aircraft Fuel Systems
- Aircraft Fire & Protection Systems
- Aircraft Instrument Systems

Tools & Test Equipment:

Description of the types of tools and equipment you've used during your training.

Hand Tools:

- Wrenches
- Sockets
- Screwdrivers
- Pliers
- Hammers
- Hand Shears
- Safety Wire Pliers
- Punches
- Chisels

Precision Measurement Devices:

- Micrometers
- Calipers
- Torque Wrenches
- Dial Indicators
- Pressure Gauges
- Tension Meters
- Scales

(blank)_____

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Section 5 (Educational History):

Starting from most recent which will be CCCC, going back to high school diploma/GED. Include names of schools, city and state, and dates attended and if graduated.

- **Cape Cod Community College** (Barnstable/Plymouth, MA)…………………………………Currently Attending Aviation Maintenance Technology PAA/FAR Part 147 Airframe & Powerplant Training
- Name of School (City, State): (blank) _____Dates: (blank) _____
  Degree/Diploma/Certificate: (blank) _____
- Name of School (City, State) (blank) _____Dates: (blank) _____
  Degree/Diploma/Certificate: (blank) _____
- Name of School (City, State) (blank) _____Dates: (blank) _____
  Degree/Diploma/Certificate: (blank) _____

Section 6 (Employment History):

Starting from your most recent job first. Include name of company, job title, city & state, dates employed, and a job description. If the duties performed on the job are related to your field of study than be sure to emphasize and elaborate. Most companies require that you list at least the last 10 years of employment (if applicable).

Name of Company: (blank) _____Dates (From-To): (blank) _____

City, State: (blank) _____ Phone: (blank) _____

Job Title: (blank) _____

Description of Duties: (blank)

_____
_____
_____
_____

Name of Company: (blank) _____ Dates (From-To): (blank)

_____

City, State: (blank) _____ Phone: (blank) _____

Job Title: (blank) _____

Description of Duties: (blank)

_____
_____
_____
_____

Name of Company: (blank) _____ Dates (From-To): (blank) _____

City, State: (blank) _____ Phone: (blank) _____

Job Title: (blank) _____

Description of Duties: (blank)

_____
_____
_____

Name of Company: (blank) _____ Dates (From-To): (blank)

_____

City, State: (blank) _____ Phone: (blank) _____

Job Title: (blank) _____ Description of Duties: (blank) _____

Section 7 (Military Service):

Branch of Service: (blank) _____ Dates (From-To): (blank) _____

Rank/Specialty: (blank) _____

Locations: (blank) _____

Schools and/or Special Training: (blank) _____

If Aviation Related, description of duties and skills: (blank)

_____
_____
_____
_____
_____
_____
_____

Awards/Medals/Commendations/Clearances/Etc…(blank)

_____
_____

REFERENCES:

List at least three references on a separate piece of paper. Strong references may include high school/college teachers and instructors. Include reference's name, professional, job title, and contact info. Do not list relatives, roommates or previous friends. Only list those employer references that you're 100% sure to get a positive recommendation.

<div align="center">**DO NOT LIST A REFERENCE WITHOUT THEIR PERMISSION**</div>

Name: (blank) _____ Job Title: (blank) _____

Address: (blank) _____City, State, Zip: (blank) _____

Phone: (blank) _____ E-Mail: (blank) _____

Name: (blank) _____ Job Title: (blank) _____

Address: (blank) _____

City, State, Zip: (blank) _____

Phone: (blank) _____ E-Mail: (blank)_____

Name: (blank) _____ Job Title: (blank) _____

Address: (blank) _____

City, State, Zip: (blank) _____

Phone: (blank) _____ E-Mail: (blank) _____

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City, State, Zip: (blank) _____

Phone: (blank) _____ E-Mail: (blank) _____

Name: (blank) _____ Job Title: (blank) _____

Address: (blank) _____

City, State, Zip: (blank) _____

Phone: (blank) _____E-Mail: (blank) _____