

Resumes

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What Employers Want to Know

- Education
- Job Experience – What have you been doing for the past X number of years
- What skills do you have that they want

Resume Format

■ By job –

Ex: **Maintenance Technician**

June 1999 – June 2005 Northwest Airlines, St. Paul, MN.

May 1990 – June 1999 Cessna Service Center, Wichita, KS.

Aircraft Ground Handler

Dec. 1989 – May 1990 Millionaire, St. Paul, MN.

Resume Format

■ Chronologically * –

Aircraft Maintenance Technician

06/1999 – 06/2005 Northwest Airlines, St. Paul, MN

Aircraft Maintenance Technician

05/1990 – 06/1999 Cessna Service Center, Wichita, KS

Aircraft Ground Handler

12/1989 – 05/1999 Millionaire, St. Paul, MN

*Many employers like to see the dates out to the left so they can confirm continuous employment easily. This is the preferred format.

What skills do you have that they need or want?

- If you are applying with an aviation company, then in-depth explanations are not as critical.
- If it is with a non-aviation company, then translating your skills into non-aviation language is very critical so they understand who you are and what you can do.

What did you do as a mechanic?

Most people have no idea what aircraft mechanics do because they've never really seen you at work.

Most people haven't a clue about how highly skilled and knowledgeable you are!

You have to communicate that to them in your resume otherwise you are selling yourself short.

Make a list

Make a list of what you did as if you were explaining it to someone who has never seen an aircraft. For example:

- **Attention to detail,**
- **display excellent written and oral skills,**
- **strict adherence to safety practices,**
- **troubleshoot and repair complicated systems,**
- **read and interpret technical data,**
- **follow detailed instructions,**
- **complete tasks on time to meet deadlines,**
- **organize workflow for efficiency and effectiveness,**
- **easily transfer knowledge and skills to additional types of equipment and work areas,**
- **work safely in dangerous environments,**
- **work equally well alone or in teams**

Huh? What does this mean?

1999-2005

Line Maintenance Technician, Northwest Airlines

Perform Pre Departures Checks, overnight maintenance, A and B checks on aircraft to insure it is in an airworthiness configuration and within federal standards that provides safety to air transportation. Line Release Qualified, A320, A319, A330, 747, 757, DC10 Engine run qualified A330, A320, A319, A330, 757 ETOPS authorization

1996–1999

**General Aircraft Overhaul Maintenance Inspector,
Q.C. Department**, Northwest Airlines

Inspect airframe and power plant, document areas in need of replacement or repair. Inspect the maintenance and repairs performed to insure manufacture standards are adhered and return to service or otherwise certifying the airworthiness of the parts and of aircraft. Document all maintenance accomplished, confirm all reference information is accurate and in compliance with FAA regulations. RII authorization

Try converting from aviation language to the language on the right side instead

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How about this too?

Component Overhaul Shop, Lead Technician

Disassembly, cleaning detailed visual inspection, dimensional inspection, final assembly and testing of aircraft fuel components.

Lead and direct a crew of technicians that overhaul fuel components used in APU and turbine engines. Document failure and repair of each serialized component. Insure all tooling is calibrated, overhaul documents are current in accordance with manufacture revisions and that all federal mandates applied.

Coordinate information from shops and hangars as to the components required for an efficient maintenance operation.

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What about this one?

- **Disassembly, inspection, repair and assembly Airbus, Boeing and McDonnell Douglas aircraft following OSHA regulations and utilizing proper PPE.**
- Testing, disassembly, inspection, repair, and assembly of hydraulic actuators, cylinders, accumulators and pumps.
- Trouble shooting, testing and repair of electrical harnesses, circuits and generators.
- Honing and lapping components to tolerance using hand and machine techniques.
- Created time saving procedures for lapping components of hydraulic, pneumatic and electrical pump assemblies.
- Fiber optic borescope inspection
- Turbo-fan engine intermediate maintenance
- Corrosion control
- Technical publication and maintenance documentation
- Hazardous waste collection and disposal
- Non-destructive testing of aircraft engine parts
- Rigging engine controls to performance standards
- Close tolerance inspections of engine compressors
- Microscopic inspection of roller and ball bearings
- Ultrasonic parts cleaning, inspection and repair
- Electric power-general
- Hydraulic testing stand operation
- Work area safety training
- CPR/AED training
- Technical writing
- **Attention to detail,**
- **display excellent written and oral skills,**
- **strict adherence to safety practices,**
- **troubleshoot and repair complicated systems,**
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How does this relate to a bicycle mechanic position at Dicks? HR doesn't see any jobs at Dick's as challenging. Get rid of your objective!

OBJECTIVE: Seeking a challenging part or full time position with Dicks Sporting Goods.

HIGHLIGHTS OF EXPERIENCE

- **General Aviation:** Heavy maintenance experience including 25, 50, and 100 hour inspections and annuals on Cessna, Beechcraft, Aero Commander, Mooney, Centabria, Piper, Navion, Bellanca and other aircraft. Experienced in engine runs including aircraft taxi operations. Flight line including servicing. Assembled new turboprop engines for delivery, tore down and rebuild test engines for Garrett Airesearch. Assembled, maintained, delivered Apache helicopters for Hughes Helicopter Co. / McDonnell Douglas and maintained them in engineering flight test. Experience with aircraft modifications, structural testing, piston, turboprop, and jet engines.
- **Commercial Aviation:** Performed extensive sheet metal repairs on and off aircraft, aircraft heavy maintenance, maintained ground support equipment, wheels and brakes and cargo containers. Lead Technician upgrade in the absence of the crew's regular Lead Technician in the sheet metal shop consisting of leading and directing twelve other technicians.
- **Military Aviation:** Flightline maintenance including aircraft preflights, postflights, servicing, launch and recovery. Phase (heavy) inspection, maintenance and repairs for HU-16B, HH-34J, CH-3E and C-130 Airframe and Engines. Last duty assignment was with the 934th Airlift Wing Propulsion Shop. Duties included maintaining, inspecting, repairing engines and propellers (on and off the aircraft) and most of the time supervising 30 plus technicians.

Make a job skills summary the first thing they see. Are those skills some that Dick's might find useful? Of course they are!

JOB SKILLS SUMMARY:

Attention to detail, reading and interpreting technical data, following detailed work instructions, communicating with excellent written and oral skills, strict adherence to safety practices, troubleshooting and repair of complicated systems, extensive use of hand and power tools, completing tasks on time to meet deadlines, organizing workflow for efficiency and effectiveness, transfer of knowledge and skills to additional types of equipment and work areas, working safely in dangerous environments, working productively alone and in teams.

HIGHLIGHTS OF EXPERIENCE

General Aviation:

Heavy maintenance including 25, 50, and 100, hour inspections and annuals

Engine runs and aircraft taxi operations

Flight line and servicing

Assembled new turboprop engines for delivery, tore down and rebuilt test engines for Garrett Airesearch

Assembled, maintained, delivered Apache helicopters for Hughes Helicopter Co. / McDonnell Douglas

Maintained helicopters in engineering flight test

Aircraft modifications, structural testing, piston, turboprop, and jet engines

Interpret drawing/blue prints and specifications

Commercial Aviation:

Extensive sheet metal repairs on and off aircraft

Heavy maintenance, including engines

Maintained ground support equipment, wheels, brakes and cargo containers

Lead Technician upgrade in the absence of the crew's regular Lead Technician in the sheet metal shop consisting of leading and directing twelve other technicians

Interpret drawing/blue prints and specifications

Promote Your Skills

- You are a highly trained, skilled worker. Make sure you list the technical areas you are experienced in:

AC & DC Electrical systems

Hydraulic systems

Pneumatic systems

Fuel metering and systems

Air and vapor cycle air conditioning

Engines

Engine systems

Fire Systems

Metallic structures

Non-metallic composites

Fluid lines and fittings

Instruments

Navigation systems

Interpreting technical data

What knowledge do you have to offer?

- Include your training records. It lets them know you are willing to learn and you are smart. List the training you have attended in a separate category on your resume.
- If its an extensive list, pick out the ones that most closely relate to the position you are applying for and list them.

What do you have to add to the company?

- Tell them what kind of an employee you are capable of being.

They need to know that you are honest, loyal, trustworthy, adaptable, show up on time, are conscientious, motivated, reliable, team oriented, able to get along with a diverse group of personalities, and take pride in your work.

Let them know you were subject to mandatory drug testing at any time. Working in that environment indicates a much higher level of responsibility to your job.

Key Words and Phrases

- Must follow compliance procedures
- Must be able to ...using detailed work instructions.
- Experienced and motivated
- Positive attitude
- Skilled workmanship
- Desire to join a winning team
- Good communication skills required
- Leader with team building skills
- Good customer relation skills

Putting it all together

Put all your information together in a simple but thorough document. Use resume paper! Use spell check!

Be consistent with your style.

List things by starting with the most recent.

Utilize a cover letter but let your resume list specifics.

Above all, project a positive attitude.