

# Joe Pilot

**Current:**

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joe.pilot@erau.edu

**Permanent:**

777 Jet Blast Way  
Yuma, AZ 98765  
777-555-1234  
machrider@gmail.com

**Objective** To achieve a full-time position as a Flight Instructor

**Education** **Embry-Riddle Aeronautical University (ERAU)**  
Bachelor of Science in Aeronautical Science  
Minor: Aviation Business Administration  
GPA 3.8/4.0

Daytona Beach, FL  
May 2008

**Flight Experience** *Certificates and Ratings:*  
Commercial Pilot; ASEL, AMEL; Instrument Airplane  
Certified Flight Instructor, Instrument  
FAA First Class Medical Certificate  
Restricted Radio Operator License

<b>Total Hours.....</b>	<b>210</b>
Multiengine.....	31
Pilot in Command.....	123
Instrument (Simulated & Actual)....	86
Cross Country.....	39
Night.....	49
CRJ FTD.....	20

**Industry Experience** *Airline Flight Crew Techniques and Procedures:*

- Emphasized importance of Crew Resource Management (CRM) during flight operations
- CRJ-200 systems and limitations ground school

**Work History** **Continental Airlines Flight Operations Internship** Houston, TX      1/2008 – 4/2008  
*Intern Coordinator and Navigation & Charting Intern*

- Coordinated all activities and tours for interns. Prepared morning reports, wrote pilot bulletins, attended high level meetings (FAA inspections, 787 progress, etc...), represented flight operations during disaster drill, and completed various other tasks related to flight operations

  
*Navigation & Charting*

- Assisted with major research and editing of Continental's route map across the Middle East to result in a new high altitude enroute chart
- Maintained up to date library of charts and maps. Researched any issues with airports around the world to provide pilots with the latest chart information for accuracy and safety reasons

Flight Training Program: Completed 24+ hours in 737/3/5/800 level C/D simulators. 6+ hours of 737 FTD time, 737 Next Gen FMS, ETOPS, Defensive Flying and Altitude Chamber courses were also highlights of my flight training experience.

**Hallmark Aviation Services**      4/2004 – 3/2005  
*Flight Operations/Customer Service*

- Weight & Balance, Ground Security Coordinator, Ramp Duties, Jet-way Operator
- Ticket and Baggage Agent

**Skills** *Languages:*  
Fluent in English and Spanish

*Computer:*  
Proficient with Microsoft Windows based PCs and Microsoft Office Programs  
Word, Excel, PowerPoint, Outlook

**Honors** Graduated Magna Cum Laude  
ERAU Dean's List and Honor Roll

**Activities** Aircraft Owners and Pilots Association (AOPA); Member.  
Embry-Riddle Golf Club  
Sport Aviation Club