

About Your Aviation CV

A curriculum vitae (CV) provides an overview of your experience and other qualifications. The process for compiling a CV is similar to writing a resume, however, CVs are frequently longer and include much more detailed information. **The best CVs** involve specific information from the nominee. Yet, the process is greatly enhanced when a close friend, family member or associate of the nominee participates, as the nominee is often bashful, not wishing to “toot his own horn.” Or, sometimes the nominee simply doesn’t recognize how his actions affect others. This is where a friend can enhance the CV, by offering additional perspective and detail.

To start, outline a resume-type document containing credentials, education and an employment history. Offer specific details. Include enough personal information so that personality, demeanor, work ethic, integrity or other such traits are self-evident. Make it easy for the reader to “know” the nominee and to find them interesting and appealing. Make your CV stand out as unique and special while still conveying professionalism.

Don’t assume that readers understand what is implied. Offer **WHAT** was done and **WHY** it was important and **HOW** it impacted the airport, the flight school or the general aviation community at large. Be specific. Include dates of accomplishments and any quantifiable results. Below are a few examples and two the next pages are a sample CV to get you started. Just remember, **General Aviation Awards will allow up to two pages for an aviation CV**

Example #1 ... Position and general job responsibilities.

This is OK ...

Suzy is Director of Flight Operations at Blue Skies Flying Club.

This is better ...

Suzy is Director of Flight Operations at Blue Skies Flying Club. Responsible for hiring and training a staff of six CFIs and the overall safety practices of club. Under her direction, the club has not had an accident or incident on the ground or in flight for 5 years.

Example #2 ...Why is the applicant’s contribution/achievement significant and deserving of recognition?

This is OK ...

Suzy works hard everyday and everyone loves her.

This is better ...

Suzy has implemented a “safety culture” where experienced instructors mentor new hires and where students form study-groups under the guidance of older club members. Not only has she increased “student starts” but 92% of Blue Skies Flying Club student pilots *complete* flight training. Other clubs from other states often visit us, attempting to learn and emulate what Suzy has accomplished. She freely shares her ideas and in doing so she has earned the respect of people far and wide outside of just the local area.

Example #3 ...How are these activities beyond the normal scope of the applicant's job?

This is OK ...

Suzy’s job includes a monthly CFI meeting, but she also helps everyone to work better.

This is better ...

Suzy keeps staff up to date by including guest speakers at monthly meetings. Last quarter we had the FSDO in to talk about new training initiatives, an air traffic controller to talk about avoiding runway incursions, and a mechanic to talk about an enhanced preflight inspection. She developed standardized training materials to emphasize high standards rather than minimum standards and a monthly newsletter includes a special *Safety Corner* section.



Suzy Sample

Nominee for CFI of the Year, nominated by her students

123 Someplace St, Somewhere, GA 12345 E-Mail: suzy@sample.com
Day: 111-222-3333 Evening: 111-222-4444

Aviation Credentials

- CFII, MEI, and AGI - Gold Seal Instructor
- 9,500 hours dual-given
- Part 141 Chief Instructor since xx/xx
- Master WINGS pilot proficiency xx/xx
- Cirrus Standardized Instructor (CSIP) (xx/xx)
- Cessna Factory Authorized FITS Instructor (xx/xx)
- ATP MEL (xx/xx), COM SEL (xx/xx)
- Designated Examiner ASEL SPE / SFIE (xx/xx)
- Active aviation instructor since XXXX
- National aviation consultant, speaker and author
- Active FAASTeam Lead Representative

Education

- B.S. Professional Aeronautics, Big Name School, Sunnyspot, FL. XX/XX.
As part-time student, maintained a 3.8GPA while working full time to pay all educational expenses/housing.
- M.B.A. Strategic Leadership, Prestigious University, Beautifultown, MA. XX/XX
Thesis Project: *Perspectives on a Controversial Issue* published in an International Journal of Aviation Importance, XX/XX. Research included survey results of over 1,000 pilots.
Part-time student, worked full time to pay all educational expenses/housing.

Work Experience

- PTS Flight School, Inc. January XXXX to June XXXX Flight, Ground and PCATD Instructor
- A Good Company, Inc. June XXXX to April XXXX Chief Instructor
- Blue Skies Flying Club, Inc. April XXXX to present Director of Flight Operations

Professional Experience

Instructor. She still loves teaching! In previous 24 months she endorsed 35 practical flight exams including 15 for initial flight instructor - of which 14 passed on first attempt. Conducts a monthly classroom ground school for initial flight instructor and co-teaches an annual 10-week, classroom-style, instrument ground school. Co-teaches an approved FIRC quarterly. Instructs WINGS participants – many pro-bono.

Simulator-Training. In XX/XX set up a full-motion PCATD and participated with a university to determine if Microsoft Flight Simulator X reduces total hours-to-certification. Instituted advanced, FITS accepted, make and model specific, recurrent training. Trained other instructors in FITS training methods. Authored 27 FITS-accepted syllabi.

Management. Established business policies/standards for safe flight operations and continuously looks for ways to upgrade the training staff. Fully involved in supervising daily activities of a part 141/61 school, including occasionally after hours and on her days off. Established a Cessna Pilot Center (XX/XX) and a Cirrus Standardized Training Center (XX/XX). Established a unique eDownload area on school website to support each syllabus, containing student and instructor training aids, resources and assignments.

Staff. Hires, trains and supervises flight school staff. Mentors 10 full-time staff-CFIs to achieve WINGS Master proficiency creating an entire staff at Master proficiency. Authored a safety-awareness program, a flight school security program and a flight training best practices program. Substantially enhanced training curricula by incorporating several of the new full-length, Air Safety Foundation online courses into our syllabi.

Aircraft. (XX/XX) Was first to introduce technically advanced aircraft (TAA) and glass cockpits in the region. Implemented fractional-ownership and aircraft leaseback program. Spearheaded and promoted sport pilot training in the region. In XX/XX was one of the first traditional flight schools to embrace light sport aircraft (LSA) and sport pilot training.

Government. Secured Part 141 for sport thru airline transport pilot training. Secured CATS and served as FAA Training Center Supervisor until XXXX (when she became a designated examiner). Wrote a unique scenario-based, approved FIRC TCO. FAASTeam Lead Representative. XX/XX Secured authorization to accept GI Bill. XX/XX Secured TSA and Department of Homeland Security school registration/authorization. Secured ICE SEVP-approval to enroll immigrant students. ICE Primary Designated School Official. Secured letter of authorization for local sightseeing flights. XX/XX For the Medallion Foundation, wrote a scenario-based, approved FIRC, specific to the needs of 756 Alaska CFIs, using portions of the TapRoot® analysis process. Center for Excellence in General Aviation Research (CGAR), seminar: XX/XX "FITS in the Traditional Flight School," University of North Dakota. (Invited two students to fly a Twin Comanche into Grand Forks for the CGAR seminar: a 1,684NM cross country)

Committee Member. National activist on behalf of flight instructor professionalism. Liaison with aviation experts in academia, industry and FAA. Participate on two FAA General Aviation Joint Steering Committees (FITS and Personal

Aviation Subgroup) Assisted in writing FAA safety materials including: *Conducting an Effective Flight Review, Best Practices for Mentoring, General Aviation Pilot's Guide to Preflight Planning, Instrument Proficiency Check Guidance*. Scripted and donated *Scenario Based Training* – a PowerPoint presentation. Participated in revising 8 of 10 chapters of the *Aviation Instructor's Handbook*. In the past 24 months commented on 6 flight training oriented NPRMs.

PR. Organizes events to pump up the volume and keep people excited about coming to the airport, including: 3 aerobatic air shows, Young Eagle Days, career days, rides and community outreach activities. XX/XX Organized *Operation Raincheck* for Air Traffic Controllers and flyouts for pilots. XX/XX Started FAA ACE Flight Camps in the area. Administer Kids Aviation Camp for about 900 kids, annually. Taught aviation ground schools at the University of Someplace for 5 years with over 100 students passing FAA knowledge exams. Host monthly safety seminars. Organized 5 annual FAA WINGS Weekends in the area XXXX - XXXX. Aviation-safety public speaking at AirVenture, the Flying Dentists, Malibu/Meridian Owners and Pilots Association, AOPA and various light sport aircraft manufacturers. Webmistress for company website with monthly newsletter.

Aviation Magazine Articles	Published in	Aviation Affiliations
<i>Those Who Cant, Period</i>	AOPA Flight Training XX/XX	→ NAFI since XXXX
<i>Lightening Up: LSAs and Traditional flight schools</i>	AOPA Flight Training XX/XX	→ AOPA since XXXX
<i>Spooling Up: All About Business</i>	Aviation for Women XX/XX	→ NATA since XXXX
<i>Hiring Headaches</i>	NAFI Mentor XX/XX	→ SAFE since XXXX
<i>The Reluctant Flight School</i>	NAFI Mentor XX/XX	
<i>The Next Rung Up: Traits of Successful Chief Instructors</i>	NAFI Mentor XX/XX	

Awards and Recognitions Earned

- Certificate of Appreciation XXXX FSDO FAAST
- FAA Star Quality Award XXXX FSDO
- Outstanding Support of FAAST XXXX
- Superior effort on behalf of FSDO mission XXXX

From Suzy's Mouth: Stories, she has shared over time with us (her students) ...

I turned down a date with the high school quarterback for a chance to help my instructor change the oil in the airplane. At a time when most teenagers were studying to drive, I was studying aviation regulations. Soloing on my 16th birthday, I had nearly completed instrument training when I received a private certificate on my 17th birthday. Today, my young flying students see me as a mentor; someone who started flying young and accomplished what they are working for.

In XXXX I earned a CFI certificate and started work with my flight instructor. Four years later left a position as IT department manager at a Fortune 500 company to launch an aviation career. Family thought I was nuts and I was afraid they were right. I went from working 8-hours a day to working 12-hours a day and from working 5 days a week to working 7, but it didn't matter, I was in love with lift. This experience has helped me to identify with students who are fearful about mid-life career changes in their quest to become flight instructors, military pilots, aviation business owners or airline pilots.

Being female gives me a unique perspective on aviation. In LaCeiba, Honduras, I was not authorized to takeoff in a Piper Arrow because in Honduras women were not permitted to fly. In Teslin, Yukon Territory, the airport stored av-fuel in rusty 50-gallon drums. A pair of panty hose made an effective filter, placed over the fuel-filler neck to catch debris from being dispensed into the aircraft. Women pilots that I have taught include Sheri who today heads up pilot training at FedEx and Jennifer who today flies a Citation X for CitiBank. Barbara is a recent private pilot just purchased an A36 and is working on an instrument rating while Jan, (my very first student) is today the airport manager at Giant City Airport.

I have flown President Ford in air taxi; pulled banners, sweat in aerial fire patrol, tracked wildlife from aloft, and assisted the sheriff's department from aloft to capture villains. Three recent student-graduates are now Inspectors at the FSDO. My diversity in aviation encourages those who strive for an aviation career outside of the airlines.

In XXXX I married my flight instructor. We enjoy sailing and snow skiing; although neither sport is near home. Through the years, I've flown to 49 U.S. States, throughout the Canadian territories and the Caribbean via general aviation, inviting students and new pilots to share in the flying and fun. 13 pilots flew to Anchorage, AK with me - an adventure such as this changes a new pilot; it instills confidence in challenging terrain, airspace and weather. Each of these pilots has since purchased airplanes, hangars, and is a prolific aviator.

I still study aviation regulations and consider myself a student of aviation. Most recently, I've become a Cirrus Standardized Instructor. Last year I was checked out in the 10-seat, turbine-single, Kodiak 100 and before that I became a Cessna Factory Trained Instructor. I maintain a MASTER level WINGS and 141 Chief Instructor credentials. At a time when career flight instructors are rare, I strive to be a role model in maintaining technical expertise. This helps me to inspire "old time" CFIs to keep current with today's current programs and technologies.

I am, and always will be, dedicated to the flight instructor profession. The pilots that I train are aviation-citizens, who are active in nurturing and building a strong general aviation community for tomorrow. I share my student's stories because I believe to know my finished product says a lot about what I stand for as a flight instructor.