



Guidance for creating your application documents

Application Forms

CVs

Cover Letters

BALPA & AirlinePrep

- Over the last few years BALPA have been supporting pilots who have been made redundant as a result of their airlines going into administration.
- Pilots from airlines including GSS, Monarch, flybmi, Thomas Cook and Flybe have all been assisted and part of our remit was to get them back into gainful employment as quickly as possible.
- We recognise that many of our members may not have been for a pilot interview and assessment for many years and it was essential that they were equipped with the tools for success.
- We enlisted the support of AirlinePrep, a business formed in 2010, whose aim is develop aspiring, current and military pilots with the skills and competencies to perform well in a range of airline pilot recruitment methods including: CVs; application forms; cover letters; group exercises; technical interviews and competency/HR interviews.
- Their team are airline pilot and HR recruiters who have recruited for many UK airlines.

Application Forms - Some Simple Rules

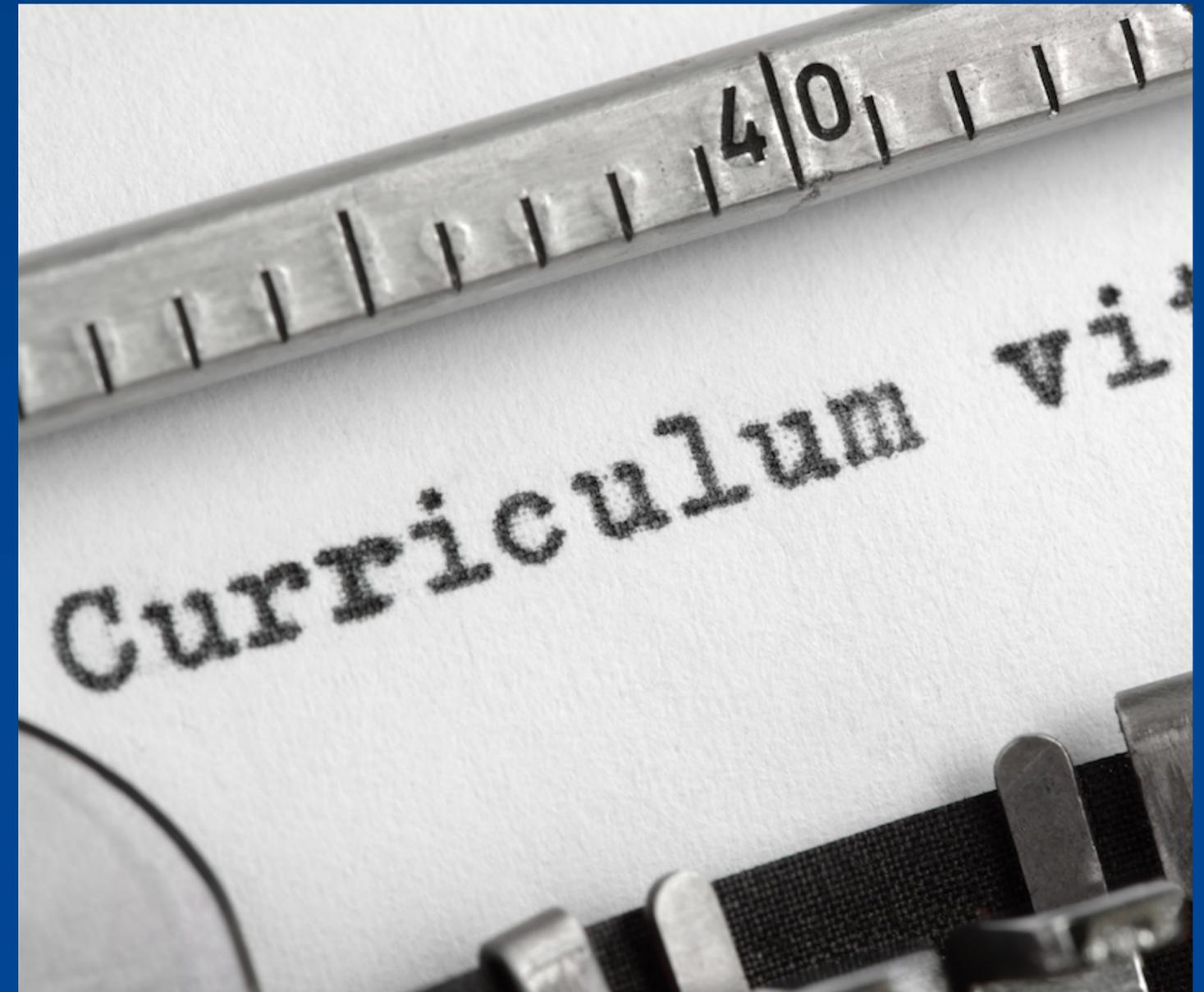
- An application form is your first chance to make a great impression on the airline you are applying to!
- Complete your answers in a Word document before copying and pasting to the online application.
- Spell check or ask a trusted friend or colleague to review your form.
- Stick to the word limit!
- Be truthful.

Application Forms - Advanced Rules

- Some application forms ask more complex questions revolved around airline pilot competencies such as leadership, team work and customer service.
- You might be asked to provide information on your attitudes and behaviours towards these competencies and then you may have to submit an evidence based example on when you have demonstrated these.
- Read the question carefully and assess what skills the question wants you to demonstrate.
- Be succinct and ensure your scenario answers the question posed!
- **Demonstrate YOUR core pilot skills** - in your example say what you did, how you did it, why you did it & what the result was.

Creating your CV - Airline Pilot Jobs

- Did you know that an airline pilot recruiter may only look at a CV for 15 seconds!
- That means your CV has to stand out and your essential information needs to be found quickly by the recruiter.
- **Throughout your assessments buy into the phrase “how can I make life easy for the recruiters?”**



Creating your CV - Airline Pilot Jobs

- **Be truthful** - a recruiter will discover anything you have omitted at your assessment day.
- **Keep it to one page** - a CV is a brief overview of your experience!
- **Make it easy for the recruiter to find your flying experience** - by putting this information high up on the CV, the recruiter can check that you meet the basic entry requirements. Total, P1, multi crew and aircraft type specific hours are the ones that are often used for entry requirements so they must be found easily on the CV.

Creating your CV - Airline Pilot Jobs

- **Employment** - List your employment experience in reverse chronological order, emphasising the skills you acquired in your roles with appropriate examples.
- **Evidence** - If you claim to have good leadership skills then follow that up with a brief statement about how you have lead a team.
- **Competencies** - Airlines assess pilots based on their competencies such as leadership, teamwork, decision making, communication, situational awareness and standards as well as their ability to fly. (It is not so relevant to demonstrate your competencies if you are applying for a job in the Middle East or Far East. These airlines are more focussed on your total hours, command hours and time on type).

Creating your CV - Airline Pilot Jobs

- **Language - Use language that is easy to understand.** You need the recruiter to have a very clear understanding of what you have been doing throughout your employment. Avoid using abbreviations and complex technical language.
- **It's important to remember you are applying for the role of a pilot** - don't waste space with technicalities from previous employment (unless you are applying for a non-flying based role either within or outside of aviation).

Creating your CV - Airline Pilot Jobs

- **Education - As experienced pilots, then you could consider only documenting your highest level of educational experience; for example if you have a degree, you might consider not listing your A-levels, especially if you are running out of space on your CV.**
- **For non-flying roles** - Document your entire education (more about this later)

Creating your CV - Airline Pilot Jobs

- **Highlight ONLY the hobbies you perform regularly** - a list of hockey Captain, football, going to the gym, playing the guitar, travelling and voluntary work is too much. Which of the aforementioned hobbies do you think would be relevant in terms of your personal skills and attributes?
- Outline any achievements that make you stand out from the crowd.
- **Avoid putting your photo on the CV (unless a requirement from the airline)** - it's human nature to make informal judgements based on what we see. We want the recruiter to focus on the content of your CV!

Licence Number:
EASA Class One Medical -
ICAO English Language – Level 6

Total hours 14160
PIC Hours 8860
Jet Hours 13290

Aircraft types – Airbus A320/321 & A330

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Passionate about aviation from a young age, I am an experienced and highly motivated Airbus A320/321 Captain with strong leadership, teamwork, decision making and customer skills. I have operated the Airbus globally throughout Europe, the North Atlantic and USA as well as into CAT C airfields including Innsbruck and Gibraltar. It would be a privilege to continue to use these skills and work with the XXXXXX team.

Employment

May 2018 – Present Prep Air (Parc Contract) Captain A320/A321

- **Adaptable & Flexible** – Able to quickly adapt to a new airline culture after being made redundant by JB Airways and embrace the WOW Air ethos so as to deliver an excellent service to customers.
- **Resilient** – Expeditiously found new employment with Prep Air during a redundancy process, ensuring that I maintained a safe and efficient operation with my new employer whilst learning new route destinations to the USA & Canada as well as Europe.
- **Cultural Diversity** – Working alongside First Officers and cabin crew from many countries, keeping communication effective and respecting each other's cultural differences.
- **Knowledge** – Acquiring knowledge of a range of new destinations in North America & Canada with ETOPS and extreme cold weather operations.

Oct 1998 – Oct 2017 JB Airways Captain & First Officer A320/321 & A330

- **Leadership** – Managing the operation to convey JB Airways core values and in accordance with JB Airways procedures. Acting with integrity to secure trust amongst colleagues and advocating my command decisions with evidence.
- **Team** – Trusting the team to perform the roles that they are assigned, seeking their input and expertise to make safe and effective decisions.
- **Professional Standards – Upgraded to Captain in 2005.** Selected by fleet management to operate to CAT C airfields including Innsbruck, Salzburg, Funchal, Gibraltar and Skiathos.
- **Flexible** – Mix fleet aircraft flying the A320 and A330 on short and long-haul operations, effectively managing and adapting to the differences of each aircraft type on a day to day basis.
- **Customer service** – Recognising the importance of each and every customer. Saying hello at the gate, talking with them on board, delivering informative PAs so as to make each flight unique and inspiring.

Jun 1996 – Jan 1998 BW Airways First Officer SD3-60

- **Professional Development** – First multi-crew job in aviation, gaining experience as a First Officer.

Education

- Farnborough College – A-Level Maths, Physics and Geography

Additional Information

- Married with 2 children – spending time supporting their development and extra-curricular interests.
- Keen cyclist.
- Participating in the local football and cricket teams
- References on request.

Personal Details &
Flight Time

Employment

Education

Personal Highlights &
Information

Creating your CV - Non Airline Pilot Jobs

- For non flying roles, it is more than ok to create a CV that is more than one page. **Standard CV length in corporate world is 3 pages.**
- The reasons being that you will need to demonstrate a broader and more generic skill set, and there may not be thousands of applicants for the types of roles your will be applying for.
- **You probably don't realise it, but your pilot skills and competencies are transferable!**
- You don't just fly planes!

Creating your CV - Non Airline Pilot Jobs

Your Transferable Skills

- leading people
- working in teams
- working under pressure
- completing objectives on time, at the lowest possible cost
- making decisions
- understanding complex information
- communicating
- delivering customer service
- dealing with emergencies
- most of all you are adaptable!

Creating your CV - Non Airline Pilot Jobs

- If you are going to apply for a non-aviation role you could use the example CV on the previous slide with a few differences such as: **not listing your hours, clearly outlining the responsibilities of each role and ideally showing your achievements in that role**
- Ensure the CV is still succinct and clearly states your objectives.
- Try to convey your soft skills, previous experience, achievements and most of all, what you are like as an individual or your personal attributes.

Creating your CV - Non Airline Pilot Jobs

- Take time to research the industry and specific company you are applying to, ensuring that you have the skills and attributes that identify with the job you are applying for.
- Non-aviation companies recruit with a more individualised ethos. That means you can't use a "one size fits all" approach CV or cover letter. Tailor your application documents to meet the criteria laid out in the job description.
- Be realistic with the roles that you are applying for. e.g. If you don't think you will enjoy working in a dynamic corporate environment, should you be applying?

Creating your CV - Non Airline Pilot Jobs

- You will need to expand more on what a Captain or First Officer actually does.
- What is your perception of the what passengers think you do?
- We've all heard phrases such as: "you just push buttons", or "so is a First Officer a Co-pilot? Do you actually fly the plane?".
- You'll have to enlighten the recruitment team about your expertise, with concrete examples that they can relate to: **perhaps focusing on customer service or examples of teamwork.**

Creating your CV - Non Airline Pilot Jobs

- **You must draw upon experiences outside of aviation, or those that were not achieved in the flight deck.**
- **Ground based airline experience** - e.g. TKI, flight safety, fleet management, BALPA rep, pensions trustee etc.
- **Other employment** - have you run your own business? What did you do before you came into aviation?
- **Volunteering roles** - e.g. charity work, school governor, sports coaching etc.

Creating your CV - Non Airline Pilot Jobs

Under employment perhaps give a more generic overview of your flying career, using the following layout/format for example:

- 2005 - 2020 Captain & First Officer with Prep Airways
Outline - brief overview of the role
Responsibilities - a few bullets about your key responsibilities
Achievements - awards, additional roles, customer or managerial feedback
- 2000 - 2005 First Officer with CV Regional Airways (with a short paragraph about what you did).
Outline - brief overview of the role
Responsibilities - a few bullets about your key responsibilities
Achievements - awards, additional roles, customer or managerial feedback
- 1995 - 2000 IT specialist with IBM (with an associated paragraph).
Outline - brief overview of the role
Responsibilities - a few bullets about your key responsibilities
Achievements - awards, additional roles, customer or managerial feedback

Creating a Cover Letter

- Do you need to send a cover letter?
- If airline recruiters only spend 15 seconds assessing a CV, will they have time to read a cover letter?
- This is a subjective area; you should definitely send a cover letter if one is requested as part of the application process.
- Consider sending one with your application to a smaller company e.g. business jet operator, new airline start up

Creating a Cover Letter

- This is another one page document; 3 paragraphs is enough!
- **Paragraph 1** - What attracts you to their airline? In others words research them and talk about the opportunities they provide to pilots, company history and future plans. This proves you aren't just sending out a generic covering letter but it doesn't need to be a history lesson. **Prove that you have done your research!**
- **Paragraph 2** - Some information about you: passion for aviation; experience; ambitions.
- **Paragraph 3** - The most important. An evidence based paragraph on your skills and how you acquired them! **SELL YOURSELF!**



Any questions?