

✈️ The Winning Résumé Kit

A simple, HR-approved guide to build a résumé that gets aviation mechanics hired in Canada & the USA

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For Aircraft Mechanics | AME / A&P / TMA / EASA | Canada & USA Job Market | Beginner to Senior

Created by a licensed aircraft maintenance engineer with 18 years of international experience (FAA A&P, Canadian AME M1/M2, and South American licences). This kit is built specifically for **aircraft mechanics** — not generic office workers. Follow it section by section and you'll have a clean, professional, recruiter-ready résumé. Keep it simple. Keep it honest. Let your skills speak.

1 Getting Started — The 6-Step Process

A great résumé is not written in one sitting. Follow these six steps in order:

| Step | What to do |
|---------------------|--|
| 1. Gather | Collect your licences, type ratings, dates, employers, and key achievements before writing. |
| 2. Target | Read the job posting. Note the exact tools, aircraft types, and certifications they ask for. |
| 3. Choose format | Pick the résumé format that fits your experience (see Section 3). |
| 4. Write | Build each section using the templates in Section 4. |
| 5. Match keywords | Mirror the words from the job posting so you pass the ATS scan (Section 5). |
| 6. Proofread & send | Check for errors, save as PDF, attach a short cover letter, and apply. |

 **Golden rule:** One résumé does NOT fit all. Spend 10 minutes tailoring it to each job — it dramatically increases your callback rate.

2 Which Type of Jobseeker Are You?

2.1 — Experienced / Licensed Mechanic

You already hold a licence (A&P, AME, TMA, EASA) and have hands-on experience.

- **Lead with your licence and authority** — it's your strongest selling point.
- Show **aircraft types and ratings** you've worked on (e.g., B737, A320, line / base maintenance).
- Use a **Chronological** or **Combination** format.


2.2 — Entry-Level / Recently Licensed

You finished school (Part 147 / approved program) but have little or no industry time yet.

- Highlight your **training, school projects, and tools you can use**.
- Include internships, apprenticeships, ramp, or hangar helper roles — they count.
- Use a **Functional / Skills-based** format to lead with ability, not years.

2.3 — International Mechanic Moving to Canada / USA

- **Translate your credentials.** State the local equivalent in brackets (e.g., "TMA — equivalent scope to FAA A&P / Canadian AME").
- Note your **work-authorization status** honestly (citizen, PR, work permit, or "eligible / in process").
- Convert experience to **English aviation terminology** and show English proficiency.

 **For international mechanics:** Recruiters in Canada and the USA value hands-on experience highly — but they need to instantly understand your licence. Always map your licence to the local one in plain words.

3 Choosing the Right Format

| Format | Best for | How it works |
|---------------------|--|---|
| Chronological | Experienced mechanics with steady work history | Lists jobs from most recent to oldest. Recruiter favourite. |
| Functional / Skills | Entry-level or career changers | Leads with skills & capabilities, then a short work list. |
| Combination | Senior mechanics with many ratings | Top skills summary + full chronological history. Strongest overall. |

Layout & Aesthetics — Keep It Clean

- **Length:** 1 page (entry-level) · 2 pages max (experienced). Never 3+.
- **Font:** Arial, Calibri, or Helvetica — 10–11pt body, 14–16pt name.
- **Margins:** 2 cm (0.75 in) all around. White space helps readability.
- **File:** Save as **PDF** and name it *FirstName_LastName_AME.pdf*.
- **No photo, no age, no marital status** for Canada/USA (it's the norm there).

● **USA vs. Canada quick note:** Both prefer no photo and 1–2 pages. In the USA it's called a "résumé"; in Canada the same document also works. A "CV" (long academic format) is NOT used for mechanic jobs — keep it short.

4 How to Write Each Section

4.1 — Header & Contact

Name, phone, professional email, city/country, and LinkedIn. No street address needed.

EXAMPLE

JOHN A. MARTINEZ — Licensed Aircraft Maintenance Engineer

📞 +1 (555) 123-4567 ✉️ john.martinez.ame@email.com 📍 Toronto, ON · [linkedin.com/in/johnmartinez](https://www.linkedin.com/in/johnmartinez)

4.2 — Professional Summary (3–4 lines)

A short pitch at the top. State your licence, years of experience, key aircraft, and strength.

TEMPLATE

[Licence] mechanic with [X] years of experience on [aircraft types] in [line/base] maintenance. Skilled in [top 2–3 skills]. Strong record of [safety / on-time / zero-defect] performance. Seeking a [role] with [type of company].

FILLED EXAMPLE

Licensed AME (M1/M2) with 8 years of experience on Boeing 737 and Airbus A320 line maintenance. Skilled in troubleshooting, AOG recovery, and EWIS repairs. Strong record of zero-defect releases and on-time departures. Seeking a line maintenance role with a major carrier in Canada.

4.3 — Work Experience (the most important section)

For each job: title, employer, location, dates. Then **3–5 bullet points starting with an action verb and a result**. Use numbers wherever you can.

STRONG BULLET FORMULA

Action verb + what you did + aircraft/system + measurable result

- Performed line maintenance and troubleshooting on B737NG fleet, achieving 99% on-time departure reliability.
- Rectified 200+ recorded defects per quarter in compliance with Part 145 procedures.
- Led AOG recovery on A320 hydraulic system, returning aircraft to service in under 6 hours.
- Certified maintenance releases (CRS) as authorized signatory with zero re-inspection findings.



Avoid weak lines like "Responsible for maintenance." Recruiters want **results**, not job descriptions.

4.4 — Licences, Ratings & Certifications

Give this its own clear section — it's what recruiters scan first.

- **Licence:** e.g., FAA A&P · Canadian AME M1/M2 · EASA Part-66 B1/B2
- **Type ratings:** list aircraft and engines (e.g., B737 CFM56, A320 V2500)
- **Authority held:** CRS / ACA signing authority, RII, borescope, etc.
- **Other:** Human Factors, SMS, fuel tank safety, EWIS, dangerous goods

4.5 — Skills

| Hard / Technical Skills | Soft Skills |
|--|--|
| Troubleshooting · sheet metal · composites · AMM/IPC/wiring diagrams · borescope · NDT awareness · AMOS / SAP / maintenance software | Attention to detail · teamwork · communication · works under pressure · shift flexibility · safety mindset |

4.6 — Education & Training

School/program name, location, and year. Add Part 147 or approved-program status if relevant. Keep it short — for experienced mechanics, education goes near the bottom.

5 Get Hired — Final Checklist

5.1 — Beat the ATS (Applicant Tracking Software)

Most large airlines and MROs scan résumés with software before a human sees them. To pass:

- Use **standard section headings** (Experience, Education, Skills, Licences).
- **Mirror keywords** from the job posting exactly (if they write "Part 145," write "Part 145," not "approved org").
- Avoid tables/columns for the whole layout, images, or text boxes — ATS can't read them.
- Save as a **simple PDF** with selectable text (not a scanned image).

● **Common aviation keywords to include (when true):** Part 145 · Part 43 · Part 65 · line maintenance · base maintenance · CRS · AOG · troubleshooting · AMM / IPC · EWIS · RII · borescope · AMOS · SAP · human factors · SMS · type rating.

5.2 — Proofread Like a Professional

- Read it out loud — you'll catch awkward lines.
- Check all **dates, licence numbers, and aircraft types** are correct.
- Have a colleague review it. Fresh eyes catch typos.
- Be consistent: same date format, same tense, same spacing.

5.3 — Always Add a Short Cover Letter

3 short paragraphs: (1) the role you want and your licence, (2) one or two proudest achievements, (3) why this company and a thank-you. Keep it under one page.

● **Top mistakes that get résumés rejected:** spelling errors · no licence clearly stated · vague duties with no results · wrong aircraft/keywords · sending a Word file that breaks the layout · too long (3+ pages).

✓ **You're ready.** A clean, honest, results-driven résumé that clearly shows your licence and aircraft experience will put you ahead of most applicants. Tailor it, proofread it, and apply with confidence.

Created by an FAA A&P | Canadian AME M1/M2 | 18 years of international experience

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This guide is for informational purposes only. Always verify current hiring and certification requirements with the employer and the relevant authority (FAA / Transport Canada / EASA).