



*Welcome to Resume Rescue. My aviation career began many years ago as a Stewardess with Pan American World Airways. After numerous years of travel, I became a Flight Attendant Supervisor. Unfortunately, in 1991, Pan American had to close their doors. I was fortunate to be hired by Delta Air Lines and continued as a Flight Attendant Supervisor at JFK and then at ATL International. Delta was looking for Crown Room Managers, and my*

*career took a turn into Customer Service. I was in charge of numerous clubs and many employees while interviewing, coaching and inspiring. After 9/11, I moved into Corporate Aviation at Jet Professionals where I remained for ten plus years as a Recruiter for Full Time placements. After a downsizing, I started helping Aviation Personnel with interview preparations and resume writing.*

### **My Thoughts on the Interview Process**

*Seeking a new job takes time and preparation. The resume is the first step. It is a calling card of what you have done in the past and what you can offer a potential employer. It should begin with a summary statement using key words that match what your target market desires. It should show strengths that will open the door for a new opportunity. The professional experience should include dates, places and actions of what is and what was done at various jobs. If there were accomplishments those should be included as well. Training and education should also be a part of the resume and dates should be included. Employers are looking for new hires who are current and have transferable skills. Spell check should always be used and double check your work. Be neat and professional and resist the urge to use different fonts, colors and bolding.*

*Being able to recite a "Three Minute Presentation" of what your background is all about needs to be practiced as well. One never knows where or how you will need the information. Being comfortable with your speech is a must. Knowing the employer or company and what they are all about is also important. One should always have questions to ask, be dressed for success and have a winning attitude.*

*My services do not guarantee a job, but it does prepare one in the best possible way. I am proud of several success stories and people being hired with various companies. Everyone seems pleased with the results whether the resume or the preparation for the interview. Time is also spent talking about networking, websites and going about the interview process. My fees are reasonable and will be discussed on a one to one basis. Please feel free to call me at 201 835-0478 whether you need help writing a resume, a cover letter or preparing for an interview. I look forward to hearing from you.*

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