*Cypress College*   *Aviation & Travel Careers*

**Career Checklist**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_

Phone (with area code): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enrollment Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Employer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Languages Spoken:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What is your Career Goal?** Check all that apply:

 □ Airline Customer Services □ Flight Attendant □ Travel/Tourism □ Homeland Security □ Cruise Line

 □ Private Pilot □ Commercial Pilot □ Aviation Management □ Conference Management □ Other

**What is your Academic Goal?** Check all that apply:

 *Airline Customer Services:*□ Basic Certificate □ Advanced Certificate □ Associate in Science Degree

 *Flight Attendant:*□ Basic Certificate □ Advanced Certificate □ Associate in Science Degree

 *Travel/Tourism:*□ Basic Certificate □ Advanced Certificate □ Associate in Science Degree

 *Other:*□ Cruise Line □ Homeland Security □ Conference Management

 *Aviation:*□ Certificate I (Private Pilot) □ Certificate II (Instrument Pilot) □ Certificate III (Commercial Pilot)

 □ Certificate IV (Advanced Pilot) Associate in Science Degree: □ Commercial Pilot □ Aviation Management

**Program Standards Technology**

(Checkall that you have scored 70% or better) (Check all that you are proficient in)

□ Spelling (100 words) “No Excuses” □ E-mail with Attachments

□ Grammar/Punctuation (100 point test) “No Excuses” □ PowerPoint Presentations

□ Geography (Oceans, Continents, Countries, & all U.S. States) □ Internet Research

□ Mathematics (100 point test) □ Microsoft Word / Word Processing

□ Typing (25 WPM w/ 90% Accuracy) □ Microsoft Excel (Computer-Based Training)

□ Speaking (within 160-180 WPM)

□ Airport Codes (70% of Bold)

**Career Preparation** (Checkall documentation that you have)

□ Cover Letter *Pilots Only:*

□ Resumé and 10 year background □ FAA Medical

□ References / Letters of Recommendation □ Certificates

□ Passport, Birth Certificate, Social Security Card □ Flight Logs

□ DMV Driving Record and License

□ Credit Score Check

**Job Placement Tracking**

Date Hired: \_\_\_\_\_\_\_\_\_\_\_\_ Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_