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The Airline Career and Interview Manual

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BOOK REVIEW

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THE AIRLINE CAREER AND INTERVIEW MANUAL by Captain Bob Norris and Danny Mortensen, (1991). *Aviation Business Services, Rancho Cordova, CA.*

Written in practical, down-to-earth language, this book does the unusual in that it not only offers the advice to "keep your eyes open for targets of opportunity," the authors then proceed to give you examples of what an "opportunity" looks like (so you'll know it when you see it), i.e. "a chance to fly right seat on a corporate aircraft; a job flying cargo at night in light twins; flying bank receipts; spotting fish off the coast; flying pipeline patrol, etc." (p 3)

The illustrations are well done, entertaining and informative. The book does a good job of setting forth what is needed to accomplish a trip through the application process: the paper work, testing, researching, networking, etc. (the resume could use some updating). There is even a chapter on how to conduct the

transition from military status to civilian status.

There are some problems regarding the all-important cover letter (will they or will they not read further?). For one, the greeting is out of date. It is not recommended to begin such a vital communication with what is, in effect, a "to whom it may concern" opening. Calling the company will almost always produce the name of a specific person to whom the letter should be addressed. I did not find this instruction spelled out in the book, although the example on page 38 did address a particular person. The Public Library (and university/college libraries) usually have such information. Always take the trouble to address one person in particular, by name, if at all possible. That information is obtainable, and your research should include it.

Also regarding the cover letter (pp 37, 38), it should be noted that, in today's society, any woman in business is correctly addressed "Ms.", and

determining her marital status is not only irrelevant, but can be counter-productive.

A third caution regarding the cover letter is that, on page 38, the example has 3 one-sentence paragraphs. This is decidedly a "no-no". When the authors update the book, it would be helpful if they would consult a Technical Writing instructor, who is required to keep up-to-the-minute on such information.

The chapter on the interview is highly detailed, and, if studied and followed, should go a long way toward putting an applicant at ease. Actually, the entire book is designed to do just that, and it seems to do a very credible job of it.

Although directed mainly toward persons already possessing flying certificates and numerous hours of flying time, this book is recommend for beginners through old-timers, and could well be a life-saver in the tedious, sometimes terrible, always nerve-wracking job of getting a job.□

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