Applying to NAS?

Here are some of our top
tips for a successful application.

Your resume is the roadmap for our recruiting and hiring managers to interpret and access your career progression and qualifications at a quick glance. Remember, this document sets the stage for our first impression of you and can help you stand out as a top contender in the applicant pool. Below is an outline of helpful pointers to keep in mind when preparing a resume for submission.

DO include your contact information: full name, phone number and email address.

DO format your resume into simple sections (for example: Intro, Work History, Education, Professional Certifications and Memberships, Other Relevant Information)

DO provide career history in reverse chronological order. This allows us to interpret your career progression and understanding your experience. Be sure to include employer name, location, and employment dates.

DO provide education in reverse chronological order. Be sure to include school name, location, degree, major and graduation date (anticipated or actual). Recent graduates or those still in school can also include GPA.

DO tailor your resume to the job listing. This will allow your resume to speak to the points contained within the listing to further demonstrate your skill set match.

DO read the job posting carefully. Do you meet the basic requirements listed? If not, you will not move to the next step in the application process.

DON'T get fancy in format. Stick to one simple accent color and only 1-2 font colors & sizes. This makes your information easier to scan and interpret.

DON'T copy job descriptions for your work history. Provide quantifiable data that represents what you did on the job. Bullets or 1-2 sentence paragraphs work best to allow your attributes stand out more easily.

DON'T include personal information that isn't relevant to the position such as hobbies, marital status or whether you have children or not.

DON'T squeeze a career into 1 page. Your resume should be the shortest length possible to communicate your value and relevant experience for the role.

DON'T assume the recruiter or hiring manager understand acronyms or abbreviations. Spell out anything that may not be understood so nothing is overlooked or missed.

DON'T forget to spell check and have a friend proofread for you. Your resume is our first impression of you and shows us you are detail-oriented and strive for accuracy.

National Aerospace Solutions, LLC has <u>many</u> available positions. Look around to find an opening that best fits your experience, education and background! If there isn't one today, check back soon.