



Helpful suggestions on how to complete your portfolio from Companyairplane.com.

Microsoft Word documents - When Microsoft came out with Word 2007, they added an extension called docx. At times, someone may think that they have saved their résumé in a doc format, however the extension is labeled as docx e.g. myresume.docx. Your résumé should have an extension of myresume.doc. If your résumé has an extension of docx it will not upload to the CompanyAirplane.com website. Word 2007 can save a document in the .doc format. To do this, click on the menu "Button" in the upper left hand section of Word 2007, then select "Save As", and select "Word 97-2003 Document." Also, if you send your résumé to a person that does not have Word 2007 and the extension is docx, more than likely, they will not be able to open it. If your résumé is two pages on the portfolio view, and it's only a one page document we recommend changing the top and bottom margins of your original document and upload it again.

Cover letters - If you want a cover letter to be part of your résumé in the portfolio view all you need to do is make the cover letter the first page of your résumé. The portfolio résumé upload can accept more than one page documents; however they need to be in one .doc file. If you do not want a cover letter displayed with your résumé on the portfolio the CompanyAirplane.com site has a form cover letter that you can complete. Once you have written your generic cover letter and saved it, your generic cover letter will always be displayed first when you apply to a position. At that time, if you want to modify your cover letter to the specific job you are applying to, your generic cover can be modified before your résumé is sent.

MAC users - Apple has their own word processing software. The documents are saved with an extension called pages, e.g. myresume.pages. These documents are not readable using Microsoft Word 2003 or 2007 unless you have the word converter on your computer. If you have an updated version of MAC Pages simply save the file as Word.

Portfolio document upload section - Do not upload word documents to the document section of your portfolio. Why? Because they are not viewable. When an employer clicks on your document link it will open the document as a word document. The document section is designed for an employer to view your documents as an image. Scan your document as a photo and use the extension JPG or scan it as a PDF file. Keep in mind that files saved as a PDF cannot be adjusted in size afterwards if saved in the PDF format. If the document was not scanned in the proper size (pixels or inches) format, when an employer clicks on that document link to view it, your document will appear as if you uploaded a billboard.

What type of documents should I display - Pilot Certificates (Front and Back), Medical Certificate, Training Records, College Degree, Military Discharge, and Letters of Recommendation are all acceptable and are encouraged. Upload documents that an employer will want to see and verify. This feature saves the employer time in carrying out their evaluation and verifying your qualifications over another candidate that is not a member of CompanyAirplane.com.

I don't know how to size my scanned documents - Save your scanned images on a CD or flash drive and mail it to us at CompanyAirplane.com, Inc. POB 1299, Buford, GA 30515 and we will be happy to upload everything for you. Be sure to let us know the name that you want to label the document on your portfolio and provide us with the name your account is under. If you had a professional executive photograph completed by using the B2B Sears coupon, send that disk and we will provide the same service of sizing the photograph to the proper dimensions.



I don't have a scanner – For those that do not have a scanner, FedEx Kinko's will scan your documents and save them in the proper JPG format. To find the nearest location, visit FedEx Kinko's website at the following address: <http://fedex.com/Dropoff/start>. If you provide your own CD-R, or CD-RW, the cost is \$5.00 and each document they scan is only \$.89. If you do not have your own CD-R or CD-RW, Kinko's will sell you one for \$10.00. If you have a flash drive, they will save the files on the flash drive and you will not incur a CD expense. To make it even simpler, just mail the CD or flash drive to CompanyAirplane.com, Inc. POB 1299, Buford, GA 30515 and we will be happy to upload everything for you. Be sure to let us know the name that you want to label the document on your portfolio. Be sure to provide us with the name your account is under.

Producing an introductory video – We suggest making your video no longer than 30 seconds. The video is an introduction. Write a short script and tape it under the lens of the webcam or your video camera. Use a neutral background and wear business attire, not a uniform. The employer knows you are a pilot or other aviation professional associated with the industry; otherwise they would not be viewing your portfolio at CompanyAirplane.com. Remember, people who are doing the hiring are accustomed to dealing with executives and professionals. Presentation is everything.

Save your video as a WMV or AVI file format. The CompanyAirplane.com upload will automatically convert it to a FLV format. If you can save the video in the FLV format the more compressed the file will be and the quicker it will upload to the website. MPEG and MPEG4 and other file formats cannot be converted by the website. FLV (flash) has its advantages over the other formats because it is highly compressed. Using this format from the beginning will allow you to produce a longer and higher quality video because the file is compressed. WMV and AVI formats are larger in size when and to keep the file within 10MB for uploading, as the video has to be either shortened in running length, or a lower quality setting, or both. Most webcams and home cameras shoot video at 30 frames per seconds and keeping the video length within one minute or less, the WMV or AVI formats should be within the 10MB limit. If the file is larger than 10MB in the WMV or AVI format. If you have video editing software, try converting the file to FLV and it will be compressed even further. To check the size of your file, right click on the file icon and choose the properties selection to see the size of your video.

I don't have a webcam – Do you have a camcorder? Home camcorders can be used to produce an introductory video. Set your camera up on a tripod or use a stack of books. If you have a wireless remote use it to start your camcorder. Save the file to your computer and use editing software such as Windows Movie Maker to edit the video. If you cannot convert the file to another format send it to CompanyAirplane.com, Inc. POB 1299, Buford, GA 30515 and we will convert and upload the file to your account. Some digital cameras have video capability. Use the same methods to convert the video made from a camera.

Executive profile photographs – Would you go to a job interview wearing a uniform? Would you take your wife and children on an interview with you? While these are nice, they do not project the image employers are looking for.

Employers are considering hiring a professional. We strongly recommend professionally shot photographs, with the subject (you) of the photo wearing a jacket and tie. Remember, there are CompanyAirplane.com clients who have complete and thorough portfolios; they are your competition in the employment market. **Don't lose out on an opportunity because the next guy was more serious about finding a job!** CompanyAirplane.com has arranged a discounted business portrait package for job-seekers with the first and largest all-digital portrait studio network. These portraits are normally \$150.00. B2B and Sears Portrait Studios, in cooperation with CompanyAirplane.com, are offering a coupon to CompanyAirplane.com members at the reduced rate of \$50. This is a 66% savings. Finally, once you have the final photograph "in hand," but are not sure how to size the photo so that it fits into your portfolio, send the B2B/Sears provided CD disc to CompanyAirplane.com, Inc. POB 1299, Buford, GA 30515 and we will size it and upload the file to your account.



Face-to-face online interviews using our Inter-Video-View® technology – You will need a webcam or a laptop that has a webcam installed on it. When an employer wants to interview you they will select three dates and times on their section of the website. You will receive an email automatically directing you to sign into your account and confirm one of the three dates by clicking on the “Confirm an Inter-Video-View® tab” Once you have confirmed the date and time, the employer receives an email and the date and time is set on their calendar, and your appointment will be set on your calendar. Your calendar is viewable by clicking on the “My appointment” tab. Your calendar displays the person you are interviewing with, the interview time, and the job you are interviewing for. On the interview date, and five minutes prior to the interview time; log into the interview room by clicking on the “login to live Inter-Video-View® tab “on the home page of CompanyAirplane.com. When your interview was confirmed, an email will be automatically sent to your email with a login code. Use this code and your account email, and from there you will be automatically put into a private room with the employer.

Be sure that your webcam is working prior to entering into the room. We also suggest using a headset with a microphone or a separate ear piece and microphone with your computer. Although these are not necessary, it will eliminate any echo and feedback. Be sure to have any documents you may want to send to the employer loaded onto your desktop. Employers can directly send documents to you and you can send documents to them during the interview. In addition, there is a chat feature that you and the employer can use if texting is necessary. The interview will automatically terminate in 45 minutes from the set interview time. The system does not work well with dial-up users and DSL speed or wireless connections work best. If you are in a hotel room or another location you can be interviewed as long as you have the required equipment, e.g. webcam, headset, speakers, etc. There may be two parties from the employer in the room with you and both are visible. You should not have any additional people in the room at all.

Dress as if you were on a location interview. Remove clutter around your viewing area, and keep children out of hearing distance. Remember, this is an interview. This is not a replacement for an in-person interview, but it is more complete than a telephone conversation. They see you and you see them. You can be anywhere in the world and be interviewed and the employer can be 4000 miles away; it doesn't matter.