

## TO DOWNLOAD THESE RESOURCES

<https://www.prosoftbinders.com/pilot-logbook-resources/>

# LOGBOOK GOUGES ORGANIZATION & PRODUCTION BEST PRACTICES

When preparing for an interview, it is more important than ever to have your logbook in order. Interviewers, especially at major carriers, have high expectations. Your logbook reflects on you. It signals professionalism, good organizational skills and attention to detail. More than just a logbook, it is a sales tool to help you sell yourself at an interview. To be competitive, step up your game with a complete presentation package. Our tools and suggestions help you achieve that goal. Each tool in our product packages has a job to do.

\* **Paper.** Because first impressions are critical, we choose high-quality 24lb paper (vs. standard 20lb printer paper). It has more weight, a better “feel,” is less likely to jam, and eliminates “bleed through” when printing double-sided. We offer aviation green and white. Color is a purely a personal choice. (If you purchase your own paper, be aware you will need to punch on the short side since everything will be landscape. For that job you’ll need to find a shop that can do this for you or use an adjustable hole punch.)

\* **Organizer Tabs.** Use large organizer tabs to divide your logbook into sections such as 1) Logbook, 2) Logbook Summaries, 3) Endorsements & Certificates, and 4) Other/Miscellaneous. We offer a set of 4 landscape tabs with pre-printed labels. Use our labels or make your own using white file folder labels. Set up the titles you want and feed the labels in your printer. For example, military pilots might want to segregate military and civilian time under different tabs, or you may just prefer a different title. Peel off the labels with the tab titles and apply them to the tab extension. Example of tabs and tab titles applied:



1. **Logbook Summaries** – Produce summaries (either from your logbook software or use one of the samples we provide). Summaries are appreciated by interviewers as it gives them an easy-to-digest overview. You can include multiple summaries, each showcasing a selection of data

(overall flight career data, time by aircraft time, etc.) Look through your software for an “Airline Apps” summary as these are preferred by interviewers.

2. **Logbook** – Insert your Milestone Table here FIRST, then insert your printed logbook report behind it.
3. **Endorsements/Certificates** – Copy your endorsements and certificates from your old logbooks and drop them here. While this may seem like unnecessary duplication, the goal is to reduce the amount of material you hand to the interviewer.
4. **Other Materials/Miscellaneous Tab** – Include other documentation relating to your flying career such as current medicals, copies of letters of recommendation, military records, training records. Have all your important historical information in one place.

**TIP:** Bring your old logbooks but **KEEP THEM IN YOUR BRIEFCASE**. Tell the interviewer that your logbook is cumulative you’ve copied important material from the old logbooks as a convenience. Let them know they’re available for review. It is unlikely they will ask for them.

\* **Milestone Flags.** Included with our tab set is a set of milestone flags. These are small (1/3”) stickers, pre-printed 1-10 (plus 3 blanks). Milestone flags are sized so you can flag a particular entry (row) in your logbook report. Peel off the backing and stick them to the edge of the page. If you purchase your own milestone flagging material, avoid anything that is temporary (Post-its) or handwritten.



\* **Table of Contents | Milestone Table.** We provide multiple samples for tables to list the contents of your logbook (Word format). Chose a format that works for you. Generally, you’ll use either a master Table of Contents (listing the contents of the entire logbook binder) or a Milestone Table (listing only milestones that are in your logbook report). Either model is fine. Review the samples we provide.

**EXAMPLE: MASTER TABLE OF CONTENTS**

LOGBOOK TABLE OF CONTENTS	
<b>TAB A. LOGBOOK</b>	
1. T-37: Undergraduate Pilot Training	
2. T-1A: Undergraduate Pilot Training	
3. C-17A: Flight Time	
4. MC-12W/BE-350/BE-300/C-12: Flight Time	
5. PART 61: Airlines Transport Pilot Checkride	
<b>TAB B. LOGBOOK SUMMARIES</b>	
1. General Summary	
2. Time by aircraft type	
<b>TAB C. RATINGS, CERTIFICATES, ENDORSEMENTS &amp; RECORDS</b>	
<b>TAB D. MISCELLANEOUS</b>	
1. USAF Flight Time Definitions	

*EXAMPLE: BASIC (SEQUENTIAL) MILESTONE TABLE*

<b>CAREER MILESTONES</b>		
<b>TAB #</b>	<b>DATE</b>	<b>EVENT</b>
1	December 12, 2013	Private Pilot Certificate (EASA equivalence)
2	January 22, 2015	Instrument Rating
3	April 9, 2016	Commercial Pilot Certificate – Single Engine
4	June 6, 2016	Certified Flight Instructor Initial – Single Engine
5	October 3, 2016	Certified Flight Instructor – Instrument Add On
6	November 15, 2016	Commercial Pilot – Multi Engine Add On
7	February 22, 2017	Certified Flight Instructor – Multi Engine Add On
8	October 6, 2017	Airline Transport Pilot Certificate
9	November 15, 2017	EMB-145 Type Rating
10	September 4, 2019	EMB-145 Captain Upgrade
11	December 11, 2020	ERJ-170/190 Type Rating

After compiling your table, print it landscape. A master Table of Contents should be the first item in the binder. A Milestone Table goes under the Logbook tab, in front of the logbook report. Next you will use your milestone flags to highlight each milestone event in your logbook (insert it at the edge of the row where that event occurred). If you have old logbooks that have not been brought forward, you should use the same model to flag those entries.

*EXAMPLE: MASTER TABLE OF CONTENTS FOR MULTIPLE LOGBOOKS*

<b>CAREER MILESTONES</b>		
<b>TAB #</b>	<b>DATE</b>	<b>EVENT</b>
<b>LOGBOOK 1 (December 2013 – June 2016)</b>		
1	December 12, 2013	Private Pilot Certificate (EASA equivalence)
2	January 22, 2015	Instrument Rating
3	April 9, 2016	Commercial Pilot Certificate – Single Engine
4	June 6, 2016	Certified Flight Instructor Initial – Single Engine
<b>LOGBOOK 2 (October 2016 – October 2017)</b>		
5	October 3, 2016	Certified Flight Instructor – Instrument Add On
6	November 15, 2016	Commercial Pilot – Multi Engine Add On
7	February 22, 2017	Certified Flight Instructor – Multi Engine Add On
8	October 6, 2017	Airline Transport Pilot Certificate
<b>LOGBOOK 3 (November 2017 – Present)</b>		
9	November 15, 2017	EMB-145 Type Rating
10	September 4, 2019	EMB-145 Captain Upgrade
11	December 11, 2020	ERJ-170/190 Type Rating

**\*\* Logbook Pouch.** The logbook pouch is ideal for organizing and keeping safe any important items you bring to an interview (passports, licenses, etc.) This avoid the need to pull items out of your wallet. Other items that may go in the pouch are sealed transcripts, certificates, etc.

### **Organizer for Paperwork**

The other assorted papers you bring to an interview need some packaging. A nice portfolio is the best option.

**\*\* Padfolio.** Our padfolio has two pockets and is useful for safekeeping extra resumes and other paperwork you may need to bring with you. If you want to use it as a true padfolio, insert the backing from a standard legal pad in one of the pockets. If you order the Interview Package, you will choose between the padfolio and the ring binder.

**\*\* Ring Binder.** The ring binder is the same basic design as the padfolio, with the addition of three ¾” rings. We include a set of 5 tabs and a few sample pocket inserts. More inserts are available at Amazon and any office supply store. Since you do not want to punch papers that you will hand out, instead organize them and drop them into pockets. Print a table of contents for the ring binder, if you wish.

*\*Item is included in Airline Interview Package and Basic Logbook Package*

*\*\*Item is included in Airline Interview Package*

**Printing.** Again, appearances count. There are 3 choices on printing: Let us print your logbook files, take it to print shop, or print it yourself. In order to produce quality reports, you need a good printer with true duplex (double-sided) capability. Laser printers are best. You will burn a lot of toner either way, but ink jets are not recommended as the ink is not waterproof easily smears.

Feel free to call us with questions or if you need help organizing your materials. Every pilot’s career is different so these are simply examples of what others have done. Make it your own.

**Prosoft Binders**  
(386) 462-0028 (office)  
(410) 456-0963 (cell)  
[www.prosoftbinders.com](http://www.prosoftbinders.com)

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