

TO DOWNLOAD RESOURCE FILES

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

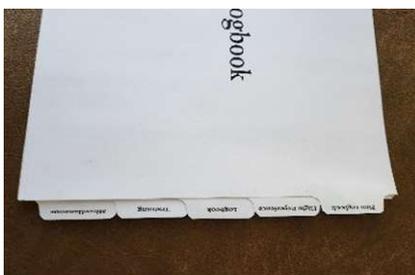
LOGBOOK GOUGES

BEST PRACTICES TUTORIAL FOR ORGANIZING YOUR LOGBOOK

When preparing for an interview, it is critical to have your logbook in pristine condition. Interviewers have high expectations. A polished well-organized logbook signals professionalism, good organizational skills, and attention to detail. More than just a logbook, it is a presentation tool. Make their job as easy as possible and your reward will be zero questions about your logbook. We can help you achieve that goal. Each tool in the **Airline Interview Package** and **Basic Logbook Package** has a job. Below are instructions on putting together a logbook designed to impress. Be mindful that this is more “art” than “science” and most everything we suggest is by way of suggestion and providing that “extra credit” you want. Our templates are samples that need to be adapted to your real-world situation. In this document, we’ll describe the differences between the two packages and how to utilize what’s included in each kit:

BASIC LOGBOOK PACKAGE and INTERVIEW PACKAGE (BOTH contain the following 5 items)

- 1. Logbook Binder.** It will house your logbook report together with summary reports and other related materials. Any paperwork that is to be handed out and not returned to you should be placed in the inside pocket or in a separate portfolio.
- 2. Paper.** We use laser-quality 24lb paper. Each pack contains 200 sheets (enough for 400 double-sided pages). One pack is included in your package. Large files (over 450 pages) will likely require two binders and extra paper. (**Note:** If we do your printing, all unused paper is shipped to you.)
- 3. Organizer Tabs.** Five cardstock pre-printed tabs separate your logbook into sections--like chapters of a book. **1. Table of Contents, 2. Flight Experience, 3. Logbook, 4. Training, 5. Miscellaneous.** (Note that plain tabs are also available on request if you need something completely custom. Please contact us to discuss options.)



- 4. Milestone Flags.** Small numbered stick-on tabs are for identifying pages containing important milestones. We include a sheet of 25 pre-numbered milestone flags (more are available on request). Each flag should be placed, in numeric order, on the right side of the RIGHT page, spacing each milestone flag at approximately 1” below the last, avoiding overlap. Approx. 7 -8 will fit vertically, so for the next sequence of tabs, begin again at the top of the next tabbed page. **NOTE: THESE TABS ARE NOT REMOVABLE!** Attempting to do so will tear your paper and ruin the tab.

You will highlight each milestone event in your logbook using the included yellow highlighter. If your logbook is designed with a left/right page, highlight both pages. (see details below)

- 5. Paper Logbook Organizer.** This clear plastic expandable organizer is an attractive way to keep your paper logs neat and accessible. The organizer in the Interview Package is slightly larger and has a handle. The organizer in the Basic Package has a standard flap design. We suggest you label each paper logbook (use a label maker or address labels). Print Your name, the

Logbook #, and the date range on each. If you have a lost/stolen logbook, prepare a **Lost/Stolen Logbook Affidavit** (see **Interview Resources** page for sample). The affidavit replaces the missing logbook. For military pilots, insert your military logbook paperwork in the organizer. Contact us if you need suggestions.

ORGANIZING YOUR MATERIALS

Attached to your Logbook Homework email are a series of sample materials and Word templates. You will be creating three tables using the templates: 1) **Logbook Inventory table**, 2) **Milestone Table**, and 3) **Master Table of Contents**.

You can also download the templates from the Interview Resource Library on our website.

PAPER LOGBOOKS

Prepare a **Logbook Inventory** listing ALL your logbooks including your digital logbook (a sample is attached to the Logbook Homework email and available on our Interview Resources Library page). Place the Inventory cover sheet linside, on top of your paper logbooks.

John C. Pilot				
Airline Transport Pilot - Certificate #3966843				
LOGBOOK INVENTORY				
Logbooks Presented	Format	Date Range	Condition	Notes
Logbook #1	Paper Logbook	4/16/2017 to 9/14/2018	In my possession	Training/General Aviation
Logbook #2	Paper Logbook	9/16/2018 to 4/15/2021	Stolen	Stolen with flight gear when vehicle was broken into. Reconstructed.
Logbook #3	Electronic Logbook	4/16/2017 to Present	In my possession	Cumulative

NOTE TO REVIEW PANEL:

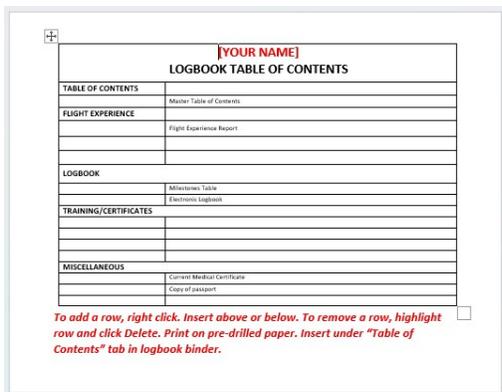
All flight time contained in my paper logbooks has been transcribed, with each flight having been incorporated into my Electronic Logbook. All flight hours in this electronic logbook, and the summaries, is complete and cumulative.

For the convenience of the Review Panel, copies of my original certificates and endorsements can be found under the "Training" tab in this Electronic Logbook binder.

LOGBOOK BINDER

Tab 1: Table of Contents

Create a Table of Contents and insert it under the **Table of Contents** tab.



Tab 2: Experience

Insert your flight experience (summary reports) here. Most commercial software programs offer a variety of these reports. Examples are flight experience tables, charts and graphs. They offer a quick 360-degree view of your flying experience. Your ability to generate summaries is limited to the options available in your logbook software. If you do not have summaries, create one using Excel. **TIP:** Be strategic. Place the most important summaries first.

Tab 3: Logbook

Insert your **Career Milestone Table** followed by your **Logbook report** here.

Create a **Career Milestone Table** listing every major achievement (licenses, certificates, endorsements, type ratings, upgrades, etc.) Military pilots will need to adapt it to military flying. When building your table, assign a number to each event that has a corresponding entry in your electronic logbook. If that milestone was achieved in a sim and you did not record that sim time, insert "SIM" in the table instead of a number. Military pilots with exam equivalents (no check ride) should add the milestone to the table and insert "N/A" in the Tab # column. You can cross reference certificates/endorsements that are in your original paperlogbooks using the Remarks column. Contact us if you need more help with this process.

John C. Pilot				
Airline Transport Pilot - Certificate #3966843				
AVIATION CAREER MILESTONES				
Tab #	Date	Milestone Event	Outcome	Remarks
1	December 1, 2017	Private Pilot Certificate	Pass	Initial Training
2	October 11, 2018	Instrument Rating	Pass	
3	January 29, 2019	Commercial Pilot Certificate - ASEL	Pass	
4	June 27, 2019	CFI - ASEL	Pass	
5	August 18, 2020	Commercial Pilot Certificate - AMEL	Pass	
6	October 27, 2020	CFI - Instrument Add-On	Pass	
7	December 6, 2020	SIC LR-JET	Pass	
SIM	July 20, 2022	ATP - Type Rating CL-65	Fail	
SIM	July 28, 2022	ATP - Type Rating CL-65	Pass	
SIM	January 13, 2023	Type Rating A-320	Pass	
SIM	December 14, 2023	Last Recurrent Checkride	Pass	Last recurrent

IMPORTANT: Check your interview invitation email for any company-specific requirements that need to be included in your table.

Insert your Logbook (report) directly behind the Milestone Table. Lastly, tab your logbook using the numbered milestone “flags.” Locate each event in your logbook and place the appropriate numbered flag at the end of that row. If the milestone is listed in your electronic logbook, number it. If the milestone was achieved in a simulator and you did NOT log that same event, enter SIM. Otherwise, leave the tab column blank. (Think of the Milestone Table as an index to your checkrides.) If most or all milestones are in paper logbooks, you can tab those (personal choice). **NOTE:** If you use the “bulk entry” method to carry forward blocks of time from paper logbooks, call us for advice on how to tab your logbook.

DATE	AIRCRAFT MAKE AND MODEL	AIRCRAFT IDENT	ROUTE OF FLIGHT		TOTAL DURATION OF FLIGHT	AIRCRAFT CATEGORY AND CLASS										LANDS				
			FROM	TO		AIRPLANE SINGLE ENGINE LAND	AIRPLANE SINGLE ENGINE SEA	AIRPLANE MULTI-ENGINE LAND	AIRPLANE MULTI-ENGINE SEA	JET	ROTORCRAFT HELICOPTER	GLIDER	PCATD	D	N					
4/11/25	CR7	N7835K	KHSV	KORD	2.4		2.4											1		
4/11/25	CRJ	N9575W	KORD	KMBS	1.3		1.3													
4/12/25	CRJ	N4615W	KMBS	KORD	1.3		1.3													
4/12/25	CR7	N7855K	KORD	KCRW	1.9		1.9													
4/13/25	CR5	N574GJ	KCRW	KORD	1.9		1.9													
4/13/25	CR5	N574GJ	KORD	KMSN	1.0		1.0													
4/13/25	CR5	N574GJ	KMSN	KORD	1.7		1.7											1		
4/16/25	CRJ	N9625W	KORD	KCAK	1.7		1.7													
4/16/25	CRJ	N9625W	KCAK	KORD	1.8		1.8													
4/16/25	CRJ	N856AS	KORD	KCMX	1.7		1.7													
4/17/25	CRJ	N9825W	KCMX	KORD	1.9		1.9													
4/17/25	CRJ	N9825W	KORD	KCAK	1.6		1.6													
4/18/25	CRJ	N9825W	KCAK	KORD	1.9		1.9													
4/18/25	CRJ	N9825W	KORD	KCAK	1.9		1.9													
4/18/25	CRJ	N9825W	KCAK	KORD	1.8		1.8													
4/24/25	CR7	N7435K	KAVL	KGRR	3.1		3.1											1		
4/24/25	CR5	N573GJ	KORD	KAVL	1.9		1.9											1		
4/25/25	CR7	N7435K	KGRR	KORD	1.5		1.5													
4/25/25	CR5	N532GJ	KORD	KROA	2.0		2.0												1	
4/26/25	CR5	N573GJ	KROA	KORD	2.3		2.3													
4/30/25	CRJ	N9625W	KORD	KCRW	1.5		1.5													
4/30/25	CRJ	N9625W	KCRW	KORD	1.8		1.8													
4/30/25	CRJ	N9625W	KORD	KMGW	1.6		1.6												1	
5/2/25	CRJ	N9705W	KMGW	KIAD	0.9		0.9													
5/2/25	CRJ	N9705W	KIAD	KJST	0.9		0.9													
5/3/25	CRJ	N9535W	KJST	KIAD	0.9		0.9											1		
5/3/25	CRJ	N9535W	KIAD	KMGW	1.2		1.2													
Totals This Page					45.4		45.4											9		
Amount Forwarded					130.2		130.2												32	
Totals To Date					175.6		175.6												41	

Tab 4: Training

Optional: We recommend inserting any training-related documentation (copies of certificates and endorsements from paper logbooks, Flight Safety records, etc). Some pilots create tables of their certificates and lists of their sim time training. While optional, including training records demonstrates that you are thorough and well-organized.

Tab 5: Miscellaneous

Include any other documentation relating to your flying career (e.g. current medical certificate, military records, copies of your passport, radio operator’s license etc). Update your binder from time to time so it’s always up to date. If these items are ever lost, this enables you get replacements quicker.

AIRLINE INTERVIEW PACKAGES: The interview package includes all of the above, plus these additional 3 items. Note that each of these items can also be purchased a la carte from our Accessories page. Here’s how to use them to your advantage:

- 1. Logbook Pouch:** This 9x12 clear top-loading pocket fits within the logbook binder rings. It is flexible and used for numerous purposes. The most popular is for safekeeping originals (passports, licenses, etc.) carried to an interview. NOTE: Remove original documents (passport, etc.) prior to handing off your logbooks for review.

- 2. Portfolios:** You will have chosen one of the following portfolios with your Interview Package. Portfolios are for organizing and carrying extra paperwork such as resumes and other hand-outs.

Envelope Portfolio. This portfolio is approx. 9x12 with two interior pockets. It can easily accommodate an iPad and paperwork. It is a good option for companies such as United and American that do not require you to bring a lot of hand-out docs to the interview.

Padfolio. The padfolio is letter sized with two pockets, a legal pad, pen and pen loop. The Padfolio is a good option for companies that do not require to bring many hand-outs.

Ring Binder Portfolio. This item shares the padfolio design with the addition of three ¾" rings. It is a useful option for companies such as Delta that require you bring a good deal of hand-out paperwork and for military pilots. You can pre-sort papers using readily available pocket inserts (Amazon has a good selection). You can also create a table of contents or organize further with tabs. We do NOT recommend using flimsy page protectors for any "hand out materials" (too difficult to extract papers). This can slow down the interview process and will annoy the panel. Pocket inserts are a far better solution for "hand-outs".

Zipper Portfolio. If you prefer a larger-scale landscape portfolio, the zipper portfolio has the most capacity and would be very useful at in-doc or just tossed into your flightbag every day. It is the "Swiss Army knife" of portfolios, with pockets and slots to hold iPads, pens, cards, etc. **Note:** *Our Logbook Binder will not fit inside the zip portfolio.*

- 3. Business Cards:** These add a nice touch to your presentation. We include name, title (Airline Transport Pilot, etc.), address, phone and email. Insert one in your logbook business card holder and place them strategically with your other paperwork. A pack of 20 is included.

OTHER HELPFUL TIPS

PRINTING. We offer optional printing services. Before tackling this yourself, consider the complexity of printing double-sided split page logbook reports. There are 3 choices for printing: 1. Let us do the printing, 2. take your job to a print shop, or 3. print it yourself. In order to produce clean reports, you need a good quality printer (preferably laser) with duplex (double-sided) capability. You will burn through a lot of ink printing logbooks so. If printing yourself, insert a fresh cartridge before beginning. Also, be sure to set the printer to landscape and "Short-sided printing" or your left page will be printed upside down. Pay special attention to the orientation of the pre-punched paper. You'll need to switch the paper 180 degrees when printing single vs. double-sided pages. This gets tricky so contact us for help with this task. If you are not very savvy with printers or have a budget home model, we suggest having it professionally printed. Again, call us if you need assistance with DIY printing.

BRIEFCASES. You will have a lot of material to carry to an interview or meet/greet. We suggest a professional briefcase or bag. Your clothing, shoes, and accessories will be scrutinized and judged so bring your best self. Consider your briefbag as an accessory. If you don't have a briefcase and prefer not to invest in a good one, consider our **pilot briefcase rentals**. For \$65 you can rent a high-end Coach or Jack Georges leather briefbag. A prepaid shipping label is included for easy returns.

PRE-INTERVIEW LOGBOOK PREP. Take advantage of our free Pre-Interview Logbook Prep. There is no charge for this service. We will work with you to select materials to include in your logbook binder and organize them, making your logbook "interview ready." Contact us to schedule an appointment. Quick questions can often be handled by a brief phone call without an appointment.

See the *Interview Resources* page at www.prosoftbinders.com for all other tips, templates and sample material.

Your Team at Prosoft Binders
(352) 922-7734 (office)
www.prosoftbinders.com