

# UAP CLASS OF 2021 JOB APPLICATION GUIDE



UTAH  
AEROSPACE  
PATHWAYS



# INTRODUCTION

## CONNECTING STUDENTS AND CAREERS

Congratulations! Now that you've earned the Utah Aerospace Pathways Certificate, you are guaranteed job interviews for positions with any of the companies participating in the UAP program (see list below). There is no limitation on the number of companies you may interview with. You may apply for qualified positions with each company.

## REQUIREMENTS

To receive a priority job interview with UAP participating companies you must successfully complete the UAP program and receive a Utah Aerospace Pathways Certificate.

In general, to begin work as a full time employee, you must be 18 years of age and be a high school graduate.

## REQUESTING A JOB INTERVIEW

Some companies have requested that you first apply for a position online and then contact them directly. Others prefer that you email your resume directly and let them know you are an UAP graduate. Either way, don't hesitate to reach out. They are eager to hear from you!

## HELPFUL TIPS

- **Note that you're an UAP graduate on your resume.** Include a copy of your Utah Aerospace Pathways Certificate when emailing your resume and/or applying for a job with a company online. It's impressive. You earned it!
- **Make personal contact.** Whether you reach out to companies before or after you apply for a position, make sure you send a personal email and/or call to express your interest in scheduling an interview. Below are two sample emails.
- **Send a thank you note/email** after your interviews

# SAMPLE EMAILS

## WHEN EMAILING YOUR RESUME/ CERTIFICATE DIRECTLY TO A COMPANY BEFORE A FORMAL JOB APPLICATION.

### SUBJECT LINE

UAP Graduate

### BODY

Dear (Insert name of company contact),

My name is \_\_\_\_\_. I am a graduate of the UAP program at (insert school name) High School. I'm excited about the opportunity to personally interview for a position at (insert name of company). The program has helped me gain the skills and knowledge needed to begin a career in the aerospace industry and I want to join the team! Attached is a copy of my resume and Utah Aerospace Pathways Certificate.

Thank you in advance for your consideration. I look forward to scheduling an interview with you soon.

Sincerely,

*(Your name and contact information, including phone number and email)*

## WHEN EMAILING YOUR RESUME/ CERTIFICATE TO A COMPANY AFTER APPLYING FOR A JOB ONLINE.

### SUBJECT LINE

UAP Graduate and Job Title/Job # (or Requisition #)

### BODY

Dear (Insert name of company contact),

My name is \_\_\_\_\_. I am a graduate of the UAP program at (insert school name) High School. I have applied on your company website for the position of \_\_\_\_\_(Job ID Number: \_\_\_\_\_). The program has helped me gain the skills and knowledge needed to begin a career in the aerospace industry and I want to join the team! Attached is a copy of my resume and Utah Aerospace Pathways Certificate.

Thank you in advance for your consideration. I look forward to scheduling an interview with you soon.

Sincerely,

*(Your name and contact information, including phone number and email)*

# PARTICIPATING COMPANIES



# JOB INSTRUCTIONS

## BY COMPANY



### ABOUT

Since 2004, ACT Aerospace has been a leader in the aerospace and defense industry. With a prime focus on advanced composite structures and a constant desire for improvement, ACTA has developed a reputation as a key player in the industry. Being fully integrated, and able to quickly move through analysis, tooling, and fabrication, we will make any project an easy transition from a build-to-print or open design to a quality part.

### JOB BOARD

[actaero.applicantstack.com/x/openings](http://actaero.applicantstack.com/x/openings)

### INSTRUCTIONS

Apply for the “Manufacturing Technician” position. Please add in the comments that you have your UAP certificate.



### ABOUT

Albany International Corp. is a global advanced textiles and materials processing company.

Our products and technologies help make paper smoother, tissue softer, and aircraft engines and structures lighter.

Albany International has two core businesses:

- The Machine Clothing segment is the world’s leading producer of custom-designed fabrics and belts essential to production in the paper, nonwovens, and other process industries.
- Albany Engineered Composites (AEC) is a rapidly growing supplier of highly engineered composite parts for the aerospace industry.

### JOB BOARD

[www.albint.com/careers](http://www.albint.com/careers)

### INSTRUCTIONS

Update your resume and include that you are a UAP graduate near the top.

1. Go to [www.albint.com/careers](http://www.albint.com/careers)
2. Click on Search Jobs
3. Type in Requisition number 3091 or Composite Technician
4. Apply



## ABOUT

Boeing is the world's largest aerospace company and leading manufacturer of commercial jetliners, defense, space and security systems, and service provider of aftermarket support. As America's biggest manufacturing exporter, the company supports airlines and U.S. and allied government customers in more than 150 countries. Boeing products and tailored services include commercial and military aircraft, satellites, weapons, electronic and defense systems, launch systems, advanced information and communication systems, and performance-based logistics and training.

## JOB BOARD

[jobs.boeing.com/](http://jobs.boeing.com/)

## INSTRUCTIONS

1. Create profile
2. Upload resume (with UAP graduate included on resume)
3. Search for entry-level positions (mechanic level A) or equivalent to experience.
4. Apply

## ABOUT

As a leading producer of carbon fiber reinforcements and resin systems, and the world leader in honeycomb manufacturing for the commercial aerospace industry, we are the strength within hundreds of products offered in multiple markets across the globe.

## JOB BOARD

[www.hexcel.com/Careers/](http://www.hexcel.com/Careers/)

## INSTRUCTIONS

Click on Job Search, click on United States, click on locations you are interested in and review jobs that are displayed. Then click on Apply.

The entry-level positions are called Process Associate. You should put on your resume that they are a UAP certificate earner.



## ABOUT

Janicki Industries is a privately owned, full-service engineering and manufacturing company with facilities in Washington and Utah, USA. Janicki specializes in manufacturing parts, prototypes and tools made of advanced composites and metals. Janicki is certified for fly-away composite parts. Janicki is fully capable of building your largest projects utilizing large-scale facilities, high-precision 5-Axis mills, autoclave and large annealing oven. We have deep experience in many composite systems including: syntactic putty; 160°F machined putty; 250°F carbon/fiberglass hybrid molds; 350°F Carbon tools; and 350°F Invar and Steel molds. This 100% in-house capability for the total tooling and parts solution enables a one-stop shop for customers.

## JOB BOARD

[www.janicki.com/careers/job-openings/](http://www.janicki.com/careers/job-openings/)

## INSTRUCTIONS

Update your resume and include that you are a UAP graduate near the top.

## ABOUT

KIHOMAC approaches complex problems with flexibility, innovation and a dedication to excellence. We are in this business to make people's jobs as safe and seamless as possible. We doggedly pursue effective solutions with an eye to providing the highest quality products and services. KIHOMAC takes on big challenges with the confidence that, with our values and dedicated people, we can achieve unprecedented success.

## JOB BOARD

[kihomac.com/careers/](http://kihomac.com/careers/)

## INSTRUCTIONS

Add in the comments section that you have the UAP certificate.



## ABOUT

Parker has defined its unique contribution to the world through a new purpose statement: Enabling Engineering Breakthroughs that Lead to a Better Tomorrow. As the global leader in motion and control technologies, Parker plays a pivotal role in applications that have a positive impact on the world.

## JOB BOARD

[parkercareers.ttcportals.com/jobs/search](http://parkercareers.ttcportals.com/jobs/search)

## INSTRUCTIONS

Graduates will not be able to notify us directly so applicants need to make sure they have their certificate listed on their resume. That is where we will be looking for it.

## ABOUT

Metalcraft Technologies, Inc. (“MTI”) is a full-service, vertically integrated, aerospace components manufacturer. MTI is a fabricator of sheet metal and machined precision detail parts. MTI also processes/finishes these parts (plating, paint, etc.) and builds both major and minor aircraft assemblies.

## JOB BOARD

[metalcraft.bamboohr.com/jobs/](http://metalcraft.bamboohr.com/jobs/)

## INSTRUCTIONS

For those who apply and are graduates of the Utah Aerospace Pathway (UAP) Program, please apply and then contact: Shannon Mathews at [shannon.mathews@metalcraft.net](mailto:shannon.mathews@metalcraft.net)

## JOB BOARD

[syberjet.applicantpro.com/jobs/](http://syberjet.applicantpro.com/jobs/)

## INSTRUCTIONS

For those who apply and are graduates of the Utah Aerospace Pathway (UAP) Program, please apply and then contact: Michelle Taylor at [michelle.taylor@syberjet.com](mailto:michelle.taylor@syberjet.com)



## **ADDITIONAL JOB TRAINING & EMPLOYMENT OPPORTUNITIES**

Now that you have graduated and earned the Utah Aerospace Pathways Certificate you are ready to launch your career. With additional hands-on training at one of three local colleges you can begin a career with a variety of companies across the valley who are currently hiring. Training is fully funded via the Utah Works Program grant. Your next step is to follow the link and submit your interest in a desired field or directly contact a program coordinator who can help you with the next steps. Notify the program coordinator that you currently hold a Utah Aerospace Pathway certificate and you will be ready to launch!

[launchmycareer.org/](http://launchmycareer.org/)



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[TALENTREADYUTAH.COM](http://TALENTREADYUTAH.COM)

