Linda Applicant

123 Business Rd., Business City 54321 · 555-555-5555 · linda.applicant@email.com

August 6, 2020

Lydia Lee

Senior Flight Attendant

Acme Airlines

123 Business Rd.

Business City, NY 54321

Dear Ms. Lee:

I am writing to submit my enthusiastic application for the flight attendant position for Air Atlantic, as advertised on AirJobs.com. I am confident that my dynamic customer service and teamwork skills will make me a strong member of your crew.

My extensive experience in the customer service industry has taught me the value of providing positive, individualized service to all customers. As a restaurant host, I made sure to promote each guest’s comfort and well-being. As an award-winning sales representative, I worked one-on-one with customers to ensure that all of their questions about products were answered and that each customer felt listened to. I would bring this positive energy and hospitality to my job as a flight attendant at Air Atlantic.

My experience and strength as a team player will also make me a strong crew member. As a host, I had to be in constant communication with the wait staff, the kitchen, and the management. My positivity and clear communication skills helped strengthen our team’s efficiency and sense of community. I know I would be an integral part of the dynamic crew at Air Atlantic.

I would love the opportunity to speak with you about how my skills and experience would make me an asset to your flight crew. I will call you in a week to discuss how I can contribute to Air Atlantic. Thank you so much for your time and consideration.

Thank you for your consideration.

*Lydia Applicant* (signature hard copy letter)

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