Your Name:
Address:
Phone Number:
Email Address:

Date: MM/ DD/ YYYY

Employer's name:
Designation:
Company's name:
Address:

Dear Mr. / Ms. (Employer's name)

I am interested to work in your organization (mention the name of the company) as a corporate flight attendant. Please find a copy of my resume for your review attached with this letter.

I have completed my flight attendant training course at (mention the institute). I have four years of flying experience with (mention your previous work place) as a corporate flight attendant. I am well aware of the responsibilities and duties of such a position. I am capable of ensuring the safety of my passengers. I have an extensive knowledge and experience with management skills and culinary expertise. I am good at taking instant decision, integrity and possess personal accountability. Working as a corporate flight attendant, I am aware of the different duties and responsibilities involved from catering to the different needs of the passengers and protecting the security and confidentiality and privacy of my passengers. I can well adapt to the changing state and also learn from it. I am flexible with my work timings and can work in a team.

I would appreciate if we could meet up for an interview and discuss on how I can benefit your company. You can call me at (insert your contact details) or email me at (mention your email address).

Thank you so much for your valuable time you took to review my letter.

**Sincerely,**

 **[Your Name]**