

23 Nelson Mandela Avenue
Wargrave 345-9876

February 23

Mr. Derek Jarvis
HR Department
AmCam Airlines

Dear Mr. Jarvis,

I would like to apply for the post of **Flight Attendant** currently advertised on JobsRUs.com.

I graduated from high school last month having achieved a GPA of 3.0, with A's in both English and Spanish. I was born in Spain and spent my first five years at school there, and am consequently fluent in the language. As my father worked in global marketing, I have also spent short periods living in Costa Rica and Colombia.

I meet the physical and medical requirements stated in your advertisement. I was in the school lacrosse team and I am also an enthusiastic swimmer, winning a silver medal at my final school regatta. I believe I have good people skills and would welcome the opportunity to meet you and demonstrate this.

I am attaching my resume to this letter, and would be available for interview at any time.

Yours sincerely,
Rachel Lee
Rachel Lee

Enc. Resume, Rachel Lee