**[Today’s Date]**

**[Hiring Manager’s Name]**

**[341 Company Address]**

**[Company City, State xxxxx]**

**[(xxx) xxx-xxxx]**

**[hiring.manager@gmail.com]**

Dear [Mr. /Mrs. /Ms.] [Manager’s Name],

I am thrilled to be applying for the open flight attendant position at [Airline Company]. Having recently moved to the Chicago area, I’m excited to see that there is a position open with your company that I feel I am perfect for. With over 6 years of experience as a flight attendant, I have the customer service skills and practical knowledge that you require, as written in your job description.

Allow me to draw attention to the major achievements of my resume, which I believe both reflect and exceed your expectations for applicants pursuing the flight attendant role:

* Completed over 2,000 hours of international and domestic flights within Boeing and Airbus commercial jets holding up to 400 passengers
* Mentored over 30 new flight attendants, providing training in customer service, safety techniques, and health and sanitary standards, improving overall service quality by 30%
* Consistently earned recognition from flight crew and received 93% positive feedback from passenger surveys

In my current role at Delta Airlines, I have been a steady and reliable flight attendant, frequently earning commendations from my fellow flight attendants and crewmembers for my professionalism. I will be a consummate ambassador for your brand and provide excellent customer service that meet and exceed your expectations.

I am confident that I am the perfect candidate for this flight attendant position. I look forward to discussing how I can join the team at [Airline Company], and immediately assist the company with building a strong and friendly customer service brand. Please feel free to contact me at any time.

**Sincerely,**

[Your Name]