**[Today’s Date]**

**[Hiring Manager’s Name]**

**[341 Company Address]**

**[Company City, State xxxx]**

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

**[abc@gmail.com]**

Dear [Manager’s Name],

I would like to take this opportunity to introduce myself to your company. I have ten consecutive years of extensive international and domestic travel as a Contract Corporate Flight Attendant, along with over 20 years of experience in the restaurant industry.

I have acquired skills in many areas, including management, accounting, purchasing, total staff supervision and education in several outlets. As noted in my resume I possess extensive knowledge and experience in food and wine, along with S-star service background in some of the finest restaurants and hotels throughout my career. I am eager to contribute my many skills to an esteemed company in which I can with confidence and pride, provide a high level of service, and certified safety training that I have acquired leading up to this point.

My success in the past has stemmed from my strong commitment and sense of professionalism, maintaining a high work standard, and recognized for my ability to follow through. Thank you for taking the time to review my resume, and consider me for a permanent full time or contract position as a Flight Attendant with your dynamic company. I look forward to hearing from you in the near future.

**Thank you,**

**Sincerely,**