**Allina Smith
69 Example Street
New York, NY 02147
(009) 303-XXXX
allina.smith@email.com**

**February 21, 20XX**

**Ms. Sara Doe
HR Director
Republic Airways
213 NW Street
New York, NY 612010**

**Dear Ms. Doe:**

I am writing to express a strong interest in obtaining a Flight Attendant position with the Republic Airways. My effective skills in the areas of passenger service, sales and hospitality arena will help me contribute effectively to Republic Airways.

Through this letter, I want to bring my skills and accomplishments to your consideration, so that we can talk further about my joining of Republic Airways as a Flight Attendant:

❖ Provided constant attention to passengers and offered them with a secure and contented on-board experience
❖ Successfully developed expertise in all emergency procedures and the use of all emergency tools during flight
❖ Performed cabin and passenger service tasks in a specialized manner
❖ Maintained a tidy and organized environment
❖ Created successful relations with co-workers, pilots and passengers

I look forward to meeting with you to talk about how I can add worth to Republic Airways’ bottom-line. I will contact your office next week to follow-up on my job application. In the interim, I can be reached at (009) 303-XXXX or via email at allina.smith@email.com.

Thank you very much for your time and consideration.

**Sincerely,**

**(Signature)
Allina Smith**

**(Enclosures)**