Subject: Re: Flight Attendant Position

Email Body

April 13, 20XX

Mr. John Cohen  
Hiring Manager  
US Airways  
25 Some New Street  
Charlotte, NC 12587

Dear Mr. Cohen:

In response to your recent advertisement for the position of Flight Attendant at US Airways, I am sending this email and the attached resume as a job application. My five years of international flying experience together with hospitality background and bilingual skills makes me the perfect candidate for this position.

Per your job description, you need a dedicated team-player who can manage the crew operations while providing exceptional customer service. I offer you a high standard of consistent service that includes serving meals and drinks to passengers while ensuring their safety. I am highly skilled in handling emergency situations and able to ensure the safety and comfort of passengers throughout their journey. Particularly, I am well-versed in ensuring that the cabin is clean, emergency equipment is working properly, and an adequate supply of food and beverages is present on board.

Furthermore, I possess a neat, well-groomed and focused personality. My friendly nature, customer service abilities combined with my strong communication skills would enable me to contribute significantly to the fame of US Airways. Please find a copy of my attached resume which contains detailed information about my relevant skills and abilities.

I look forward to meeting with you personally to talk about your needs and my relevant expertise in detail. Thank you for your time and consideration. I look forward to hearing from you soon

Sincerely,

(E-Signature)  
Mary Dew  
(000) 999-0000