**[Today’s Date]**

**[Hiring Manager’s Name]**

**[341 Company Address]**

**[Company City, State xxxx]**

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

**[abc@gmail.com]**

Dear [Manager’s Name],

With reference to your advertisement for an open flight attendant position, I am submitting my application and resume for said position. I believe my work experience, education, and interest match well with your requirements for this job.

I am currently working with KIAIR, a Fortune 1000 company. As a flight attendant, I am responsible for maintaining safe conditions in the airplane cabin, teaching passengers necessary safety procedures and protocols, assisting passengers during emergencies, serving food and beverages to passengers, and dispensing items for entertainment and comfort such as headsets, magazines, and pillows.

While perusing your job description, I found that I meet most of the listed requirements. I am taking the liberty of listing your key requirements followed by key features of my career to bring the same to your attention.

**Your ad states you require someone with:**

* Over 2 years of experience as a Flight Attendant
* Excellent customer service skills
* Outstanding crisis-handling skills
* Multilingual skills

**Key highlights of my career:**

* I have 3 years of experience as a Flight Attendant
* I have received two semi-annual “Best Customer Feedback” awards as a testimony to my strong desire of serving customers to the best of my ability
* I recently received a letter of appreciation from management for my role in diffusing a possible crisis situation
* I am trilingual (English, French, and German)

I have a pleasing personality and excel in both oral and written communication. I enjoy interacting with customers, answering their queries, and making their flying experience as comfortable as possible. Thanks to my 3 years of experience in this position, I am extremely comfortable working long hours, on short notice, and on weekends and holidays. I am in good shape physically, which allows me to do all the physical tasks that are part of this job with ease.

Given my work experience, professional achievements, and enthusiasm for the listed position, I am hopeful of hearing a response from you soon.

Thank you,

Sincerely,

Yours.