**[Today’s Date]**

**[Manager’s Name]**

**[321Company Address]**

**[Company City, State xxxx]**

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

**[abc@gmail.com]**

Dear [Manager’s Name],

I have the pleasure of being acquainted with Mr. William Hoff, Sr. Manager at your esteemed organization. He let me know about the open Flight Attendant position and advised I contact you directly. I believe my experience and qualifications can bring the expertise that you want for this job. I am attaching my resume which offers precise and detailed information about my professional achievements and background and education.

I hold a degree in hospitality management, upon completion of which I worked at a hotel for 3 years. In 20XX, I completed an 18-month specialized flight attendant training program. After finishing the course, I got an opportunity to work in the Airlines industry. I joined a leading airline company in 2011 as a flight attendant. During this time, I have successfully demonstrated an ability to ensure:

* Complete comfort of all passengers
* Excellent in-house service
* Complete compliance with safety policy and standards

Always attentive to customers’ needs, I strive to provide them the best possible flying experience. My communication skills, both written and oral, are excellent, allowing me to instantly develop a good rapport with customers. I speak both English and Spanish, which works to my advantage as I can interact with passengers from non-English countries.

During my tenure, I have consistently received good feedback from customers and appreciation from management. Three major customer satisfaction awards that I have received so far is a testimony to this.

I am excited about employment opportunities within your firm and am hopeful you will give me an opportunity to meet you in person. Such an opportunity will help me gain better insight into your requirements and explain to you in clearer terms how I can contribute to your firm.

**Thank you,**

**Sincerely,**

**Yours.**