**September 1, 20XX**

**Flight Attendant**

**Acme Airlines**

**123 Business Rd.**

**Business City, NY 54321**

**Dear Ms. Lee:**

**Dear Human Resources Director:**

My name is Carmen Sellers and I have been a flight attendant for the past 4 years at ABC International Airlines. I am fluent in Spanish and Portuguese; therefore my flights have mostly been from New York to Spain, Portugal or Brazil. Although I have greatly enjoyed my career thus far with ABC I have recently had a baby boy and would like to work on domestic flights where I can return home the same day instead of international flights that require overnight stays. I understand that XYZ Industries has a fleet of corporate jets and most flights are from New York to Philadelphia, Boston, Washington D.C. and Baltimore. This is the kind of flight schedule that I greatly desire.

Aside from my duties of ensuring passenger comfort, stowing carry-on luggage and explaining safety procedures, I was also primarily responsible for documenting the inventory of supplies and making certain there were adequate provisions on the plane prior to departure. International flights require the serving of full meals as well as snacks, blankets and sleep masks and I am accustomed to the extra work. The captain with whom I usually fly is aware of my desire to find a flight attendant job that will allow me to be at home most nights and he has generously written a letter of recommendation for me which is included with my attached resume.

Over the years, I have had my share of emergencies. From loss of cabin pressure requiring the need for oxygen masks to extreme turbulence that resulted in hysterical passengers and an unscheduled landing at an alternate airport to an actually crash landing on a beach in Massachusetts, my emergency training has allowed me to remain calm and help keep all passengers safe with few injuries and no fatalities. I hope you will seriously consider my application and resume. I believe I would serve your organization well if afforded a chance to fly for XYZ Industries. I am able to schedule an

interview at your convenience and can be reached at (000)-555-XXXX or [email]

**Respectfully,**

**Carmen Sellers**