**Flight Attendant**

**Acme Airlines**

**123 Business Rd.**

**Business City, NY 54321**

Dear Human Resources Director:

My name is Amy Ling and I just graduated from State University with a Bachelor’s Degree in Hospitality. It has always been my dream to be a flight attendant and specifically work on flights between the U.S. and Japan. I am fluent in Japanese as I am the daughter of a mother born and raised in Vermont and a father born and raised in Tokyo. Growing up in a bilingual household has made me just as comfortable speaking Japanese as I am speaking English.

While in college I took courses that I believe will help me perform well as a flight attendant on both domestic and international flights. My course work included organizational behavior, sociology, interpersonal skills, strategic management, psychology, human resources, tourism, computer technology, business communications, ethics and service leadership. I am also studying now to prepare for the FAA certification test required of flight attendants.

While in college I worked at the front desk of the XYZ City Hotel which gave me a great deal of customer service experience. I learned how to deal effectively with all kinds of customers to make sure that each one checked out of the hotel with a positive experience. I learned organizational, leadership, interpersonal and communication skills as well as computer and accounting skills. My resume is attached and includes references letters from one of my college professors, Dr. Daniel Sharp as well as from my supervisor at XYZ City Hotel, Martha Reese.

I am willing and able to work any hours and any flights. I would appreciate being considered for any flight attendant position at ABC Airlines and I am available for a personal interview any time at your convenience. I can be reached at (000)-555-XXXX or via email at [email] Thank you for your consideration.

Sincerely,

Amy Ling