August 10, 20XX

**Ms. Name   
Senior Recruiter  
ABC Airlines  
55 Aviation Dr  
Some town, TX 55555**

Re: Flight Attendant

**Dear Ms:**

We met three years ago at a Dallas-area job fair. I had just graduated from high school and was eager to learn more about a career as a flight attendant. I remember your kindness in explaining that I would need to wait a few years since the minimum age requirement for flight attendants at ABC Airlines is 21.

Last week I celebrated this milestone birthday, and when I found your advertisement on Monster seeking flight attendant trainees it was the best “present” I could have possibly received. I remain interested in joining the ABC Airlines team.

Over the past three years, I have worked in the hospitality industry as a front desk clerk, concierge and restaurant hostess within a luxury resort hotel. I earned commendations for my friendly demeanor, customer service skills, problem-solving strengths and above-and-beyond work ethic.

These skills are highly relevant to the qualifications outlined in your flight attendant advertisement, and I am confident in my ability to integrate effectively into your crew.

If selected for this position, I will make it my mission to exceed the expectations of ABC Airlines and its guests. My #1 goal will be to serve passengers with excellence by ensuring their well-being, comfort and safety pre-flight, in-flight and post-flight.

I would like to discuss how my hospitality training, customer service experience and desire to excel in a flight attendant role would be beneficial to ABC Airlines. Please call me at (000) 555-XXXX or email

le@somedomain.com to schedule an interview. I look forward to speaking with you again.

**Sincerely,**

**Enclosure: Resume**