Jan Polack

78, South Street,

Vaughan ON 99Y 3P9

January 7th, 20XX

Ms Petra North

HR Manager

999, East Street,

Montreal QU D3Q 8U2

Dear Ms. North,

I am writing to submit my Resume as a job application for the position of Flight Attendant at Air Quebec in Canada, as advertised in the Montreal Time newspaper. After reading carefully the requirements of the posting in great detail, I found myself a suitable match for this job. Skilled with relational, enthusiastic customer service and hospitality qualities, I am certain in my ability to integrate efficiently into your team.

I possess a wide range of skills in the hospitality and tourism industry, my interest always moved towards the air transport. To share experiments effectively inside a team, to build up and offer support and services to the clients of different nationalities and cultures motivated me to select an occupation of flight attendant. My mission is to serve the people and to ensure their wellbeing, comfort and safety during their flying experience in and out of the plane. I strongly advocate that my mission will be of perfect addition to your cabin crew members.

Like a fresh and passionate candidate, I would welcome the challenge to meet with you to talk about how my education, experience and skills will be beneficial for Air Quebec. I will contact you by mobile phone or skype next week in order to find any possibilities of interview. If you need any additional information in the meantime, I can be reached at (339) 778-XXXX or via mail at abcd@domain.com.

Thank you very much in advanced for your time and consideration.

Kind Regards,

John Polack (Signature)