

322 Example Street  
Newark, NJ 65211  
September 12, 2015

Mr. John Doe,  
Human Resources Manager  
ExpressJet  
326 Some NE Street  
Newark, NJ 65214

**Re: Flight Attendant (Job ID 878)**

Dear Mr. Doe:

Your Flight Attendant position, as advertised in The Daily Express, caught my attention because it involves hospitality, customer service and safety tasks. I have been seeking such a great challenge and am positive that my skills and background would greatly complement your requirements.

Of particular interest for you, I am highly skilled in:

- Greeting passengers and guiding them to their seat
  - Providing efficient hospitality and customer services on-board
  - Creating a pleasant team environment while ensuring the safety of passengers and coworkers
  - Ensuring that all on-board emergency equipment is functioning
  - Providing guidance to passengers during emergency situations
  - Selling different products on board
  - Developing and maintaining effective relationships with other crew members

As you are seeking the services of a flight attendant who is skilled, enthusiastic and dedicated to achieving airline success, you may consider my credentials. My resume is enclosed for your review. I would be pleased to have a meeting with you to discuss the requirements of your flight attendant position and my skills in detail. I will call you within a week to follow-up. In the interim, I can be reached at (000) 987-6543.

Thank you for your time and consideration. I look forward to meeting with you soon in order to explore this opportunity further.

Sincerely,

(Signature)  
Anna Smith