



Sarah Johnson

Air Traffic Controller
Boston, MA 12345
sarahjohnson@youremail.com
(123) 456-7890
[LinkedIn](#)

January 1, 2024

Caleb Morris

Hiring Manager
Boston Air Traffic Control Center
(987) 654-3210
calebmorris@bostonairtrafficcontrol.com

Dear Mr. Morris,

With over 10 years of experience as an air traffic controller, I have extensive experience coordinating airport flight traffic to reduce delays, ensure compliance with FAA regulations, and prevent critical safety failures and collisions. My ability to manage critical situations under pressure would be a valuable asset to your company in the air traffic control specialist role.

The Boston Air Traffic Control Center has a reputation for excellence and professionalism that strongly aligns with my background within the aviation field. My leadership capabilities will help your team continue to excel based on the following achievements in my career:

- Coordinated with aircraft pilots, flight teams, and ground control teams to provide instructions and recommendations to ensure the safety of flights, departures, and arrivals based on weather condition data from the National Weather Service and traffic congestion
- Provided instructions to pilots and ground control teams during takeoff and landing to ensure minimal flight delays and strict compliance with FAA regulations
- Communicated with flight teams to provide instructions for emergency safety procedures resulting from turbulence and aircraft equipment failures

I hope to schedule an interview with you to discuss how my leadership capabilities and safety knowledge can be an asset to your air traffic control team. You may contact me via phone or email at your earliest convenience. I appreciate your time and consideration.

Sincerely,

(Insert Signature Here)

Sarah Johnson