

Jessica Lang

Flight Attendant
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Francisco, CA 12345
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January 1, 2022

Tyrone Jackson

Hiring Manager
American Airlines
(987) 654-3210
tyronejackson@americanairlines.com

Dear Mr. Jackson,

As a flight attendant with over six years of experience, I've developed an advanced understanding of client relations and airline operations. During my time with Jet Blue Airlines, I achieved customer satisfaction ratings of over 95% over the course of 300+ domestic flights across the U.S. I believe that my customer service experience and communication skills will allow me to excel in the flight attendant position with your organization.

American Airlines reputation for providing high-end customer service to passengers strongly aligns with my professional background. I am confident that I can aid your team in continuing this reputation for excellence based on the following achievements in my career:

- Provided quality customer service and ensured passenger safety and comfort on over 300+ domestic flights across the U.S. while maintaining a 95% customer satisfaction rating
- Prepared and served food and beverage items to passengers throughout the duration of flights, which included managing presentations and driving upsell opportunities
- Educated passengers on proper usage of flight equipment, oxygen masks, and safety protocols

I hope to speak with you further regarding how my strong customer service and flight operations background can benefit your team. You may contact me via phone or email at your earliest convenience. I appreciate your time and consideration.

Sincerely,

(Insert Signature Here)

Jessica Lang