



Sarah Johnson

Air Traffic Controller
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Caleb Morris

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

Dear Mr. Morris,

With over ten 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. I believe that my ability to manage critical situations under pressure would be a valuable asset to your team in the air traffic control specialist role with your company. The Boston Air Traffic Control Center has a reputation for excellence and professionalism that strongly aligns with my background within the aviation field. I believe that my leadership capabilities would be an asset to your team 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 qualifications 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