**Robert Smith**

**Astronaut**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I was excited to see the job notification for an Astronaut posted on the official NASA website. It has been my dream and passion since my childhood to work with NASA as an Astronaut in its space endeavours. It is a privilege to apply for a position with such a great institute.

The most crucial part of being an astronaut is being a fearless leader and leading from the front, inspiring others to do the same. An astronaut is expected to maintain good physical health and all my adult life I have maintained a strict diet and also because I am a licensed pilot with over 100 hours of flying experience. My research abilities and attention to detail always pushes me to perform better and stay ahead than my peers in learning new technologies and incorporating them into my flying.

* Earned a (degree name) in (science subject name) from (Institute name).
* Worked as an assistant professor at (Institute name).
* Earned my pilot’s license.
* Completed a total of 300 hours of pilot-in-command time.
* Some Research works.

In my years of experience, I have noticed that my judgments about the terrain have been mostly accurate hence allowing me to land safely even on unfamiliar grounds. I believe teamwork and good communication skills are a prerequisite for flying. Ana also I am highly adept at working under pressure, give the high-performance tasks. Attention to detail and being well informed about the various technological advancements will help me increase my performance as an astronaut.

Thank you for your time and consideration, looking forward to discussing my work and passion with you.

Sincerely,

[Your Name]

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