

**Robert Smith**

**Corporate Flight Attendant**

[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],

This is regarding the job opening for the position of Corporate Flight Attendant. I have a total of …… Years of experience working as a Corporate Flight Attendant with a well-known firm. Having all the skills and experience I believe I am the best fit for this position.

In the past, I have worked with a lot of big brands, hence, using my experience and understanding and handling the guests I can be an asset to your company. I have proven experience in

* Handling the high-profile guests.
* Planning and execution strategies.
* Leadership skills.
* Flexible with working hours or shifts.

I would like to Thank you in Advance for considering my job application, if given a chance I can prove to be an asset to the company.

Looking forward to hearing from you soon.

Sincerely,

[Your Name]