

**[Full Name]**

[Address Line 1]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Title, e.g., Chief Pilot or Director of Maintenance]

[Company Name/Flight Department]

[Company Address]

Dear [Mr./Ms./Mx. Last Name],

I am writing to express my strong interest in the [Job Title] position with [Company Name], as advertised on [Where you saw the ad]. As a highly motivated professional with a [Degree/Certification] from [School/Academy] and a deep commitment to the standards of corporate aviation, I am eager to contribute to your department's reputation for excellence and safety.

During my training and internship at [Previous Organization/School], I developed a rigorous attention to detail and a customer-centric mindset. I successfully [Mention a specific accomplishment, e.g., completed 250 flight hours / assisted in heavy maintenance checks / coordinated ground logistics] while maintaining strict adherence to FAA regulations and SOPs. My background has prepared me to provide the high-touch, discreet service that your principal(s) and guests expect.

What attracts me specifically to [Company Name] is your commitment to [mention a company value, e.g., safety, fleet modernization, or specific mission type]. I am a proactive team player who understands that in corporate aviation, roles often extend beyond the cockpit or hangar to ensure seamless operations and client satisfaction.

Thank you for your time and for considering my application. I have attached my resume and [mention any other documents, e.g., pilot logbook summary or certifications]. I look forward to the possibility of discussing how my skills and dedication can support the continued success of [Company Name].

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]