

[YOUR FULL NAME]
[PHONE NUMBER] | [EMAIL ADDRESS]
[CITY, STATE/COUNTRY] | [LINKEDIN PROFILE URL]

[Date]

[Hiring Manager Name/Chief Flight Attendant]
[Department/Flight Operations]
[Company or Principal Name]
[Address]

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

I am writing to express my interest in the Private Jet Attendant position for [Company/Principal Name]. With over [Number] years of experience operating within Part 91 and Part 135 environments, I have developed a reputation for delivering seamless, five-star service while maintaining the highest standards of safety and discretion for high-net-worth individuals and corporate executives.

Throughout my career, I have excelled in managing the complexities of solo cabin operations. My expertise includes bespoke menu planning and gourmet catering oversight, cabin configuration management, and high-end interior detailing. I am well-versed in [mention specific aircraft types, e.g., Gulfstream G650, Global 7500, or Bombardier Challenger] operations and possess a deep understanding of international customs regulations and floral design.

I pride myself on my ability to anticipate passenger needs before they are voiced. Whether coordinating complex logistics with ground handlers or ensuring a quiet, productive environment for business travelers, my focus remains on providing a tailored experience that aligns with the specific preferences of the principal. My safety certifications, including [FACTS/FlightSafety/MedAire], are current, and I am prepared to deploy on short notice for international or domestic missions.

I would welcome the opportunity to discuss how my background in luxury hospitality and aviation safety can contribute to the excellence of your flight department. Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]