

[YOUR FULL NAME]

[CITY, STATE, ZIP CODE] | [PHONE NUMBER] | [EMAIL ADDRESS]

[Date]

[Hiring Manager Name]

[Title]

[Aviation Company/Corporate Flight Department Name]

[Address]

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

[Introduction: State the specific position you are applying for and mention your total years of experience in corporate or commercial aviation. Briefly highlight your commitment to safety and bespoke service standards.]

[Experience: Detail your expertise in cabin management for long-range aircraft. Mention specific certifications such as FACTS or FlightSafety. Highlight your ability to manage high-net-worth individual (HNWI) expectations, gourmet catering coordination, and meticulous cabin aesthetics.]

[Specialized Skills: Discuss your proficiency in culinary plating, wine pairing, or multilingual communication. Emphasize your discretion, confidentiality, and ability to remain composed under pressure while anticipating the needs of principle passengers.]

[Closing: Express your enthusiasm for the specific fleet or company culture. State your availability for an interview or trial flight.]

Sincerely,

[Your Name]