

**[Your Full Name]**

[Phone Number] | [Email Address]

[City, State, Zip Code] | [LinkedIn Profile/Professional Portfolio URL]

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[Date]

[Hiring Manager Name]

[Title/Chief Flight Attendant]

[Flight Department/Company Name]

[Address]

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

Please accept this letter and the enclosed resume as a formal expression of my interest in the Corporate Flight Attendant position with [Company/Department Name]. With [Number] years of experience in [commercial/private/charter] aviation and a steadfast commitment to safety and bespoke service, I am prepared to deliver the exceptional standards required for your elite clientele and flight operations.

Throughout my career, I have excelled in managing the complexities of Part 91 and Part 135 operations. My expertise includes high-end culinary plating, cabin inventory management, and discreet, personalized service for VIP, C-suite, and high-net-worth individuals. I am currently [FACTS/FlightSafety] certified and maintain a valid passport, ensuring I am mission-ready for international long-haul itineraries on short notice.

Beyond technical proficiency, I pride myself on my proactive approach to cabin safety and my ability to anticipate passenger needs before they are voiced. Whether coordinating complex catering logistics across time zones or maintaining a pristine cabin environment, I ensure that every detail of the inflight experience reflects the professionalism of [Company Name].

I am eager to discuss how my background in luxury service and aviation safety can contribute to the continued success of your flight department. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]