

# [FULL NAME]

[Phone Number] | [Email Address] | [City, State]

[LinkedIn Profile] | [Passport Nationality/Visa Status]

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[Date]

[Hiring Manager Name]

[Title]

[Company/Flight Department Name]

[Address]

**RE: VIP CORPORATE FLIGHT ATTENDANT POSITION - [TAIL NUMBER/AIRCRAFT TYPE]**

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

[Opening paragraph: State your interest in the position and mention your total years of experience in corporate aviation or high-end hospitality. Mention specific aircraft types you are rated in or familiar with, such as Gulfstream, Global, or Falcon series.]

[Second paragraph: Highlight your commitment to safety and discretion. Mention your current certifications (e.g., FACTS, FlightSafety, MedAire). Detail your ability to manage complex catering logistics, menu planning for diverse dietary requirements, and cabin management for UHNWIs or executive teams.]

[Third paragraph: Focus on soft skills and culinary presentation. Describe your experience in five-star service, floral arrangement, and maintaining total confidentiality. Emphasize your adaptability to changing schedules and your proactive approach to cabin preparedness.]

[Closing paragraph: Reiterate how your professional standards align with the company's reputation. Express your desire to discuss how your background can contribute to their flight operations.]

Sincerely,

[Full Name]