

SAMPLE COVER LETTER

William “Bill” S. Jones, CAM

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April 1, 2020

Ms. Smith

Chief Pilot
ABC Aviation
123 Easy Street
San Francisco, CA 94109

Dear Ms. Smith:

Joe Brown, my recent instructor at FlightSafety, suggested that I contact you regarding the open Gulfstream 550 captain position with ABC Corporation. My 10+ years of professional flying, including worldwide operational experience in the G550, make me an excellent candidate for this position. I believe my extensive experience in Asia would support ABC’s current expansion into China.

As you can see by the enclosed resume, my 7,525 flight hours paired with my experience in Part 91 corporate flight departments, including direct exposure to executive level passengers, meets or exceeds your minimum requirements for this position. I have been consistently recognized for hard work with promotions and increased responsibilities, most recently serving as Safety Officer. These acknowledgements are a direct result of my expertise in safety and flight standards, my outstanding written and oral communication skills, as well as my commitment to personal excellence. I also place a high value on professional development and recently achieved my Certified Aviation Manager (CAM) certification through the National Business Aviation Association (NBAA).

Thank you very much for taking the time to review my information, and please note that I have also uploaded it through the job posting on ABC’s careers website. If you have questions or would like to contact me directly, I may be reached at 555-555-5555. I hope to have the opportunity to meet with you in person to explore this opportunity with ABC Corporation’s flight operation.

Sincerely,



William “Bill” S. Jones, CAM
Enclosure