

141 Moss Way
Portland, OR 94237

March 1, 2017

Tamara Woods
Human Resources Manager
Titan Airways
5429 Titan Boulevard
Smithville, WY 86243

Dear Ms. Woods:

My passion is aviation, and my goal is to obtain the position of Associate in Aviation Strategy and Revenue Enhancement with Titan Airways.

I recently completed a Bachelor of Science degree in Business Administration from Embry-Riddle Aeronautical University in which I focused on such courses as Airline Management, Economics of Air Transportation, and Airline-Airport Operations. Through my education, I developed the analytical capability required for success in this position and became adept in the effective use of computer software like Microsoft Word, Excel, PowerPoint, and SPSS for gathering and analyzing information and for the timely completion of projects. Additionally, I have almost three years of experience in aviation-related positions.

As a research assistant for two professors, I developed strong multitasking and time management abilities. Because I am self-motivated and eager to cultivate new skills, I participated in two internships. During my internship with United Airlines, I developed good independent work skills; without any internal information, I successfully researched, identified and analyzed new market opportunities. An internship with Delta Air Lines gave me an opportunity to enhance teamwork skills in a fast-changing environment. I participated in planning groups, contributing to a transatlantic strategic plan and changes in Caribbean/Latin America markets.

Personal characteristics such as quick thinking, team spirit, and discipline have contributed to my personal successes thus far, and I am eager to apply them to help further the success of Titan Airways. I would appreciate an opportunity to speak with you personally about the capabilities I can bring to the company. Please review my attached resume and contact me at 555-555-1221 or jlocke@email.com to schedule an interview at your earliest convenience. Thank you in advance for your consideration.

Sincerely,

James Locke