

915 Sycamore Street
Juneau, AK 56321

December 9, 2012

Robert Morris
ATC Supervisor
JFK Control Tower
8760 Airport Road
New York, NY 11219

Dear Mr. Morris:

I am writing in reference to the Air Traffic Controller Intern position posted by the Career Services Office at Embry-Riddle Aeronautical University. I am particularly excited about this opportunity because the John F. Kennedy Control Tower would be my dream placement facility. Over many trips to New York City, I have come to love the city environment. I am well aware of the 200+ departures and arrivals that happen every hour at JFK, and I am often on the www.JFKTower.com website following up on current events.

I am a dedicated individual committed to fulfilling obligations and working toward success. Over the past several years, I have been developing teamwork skills, deepening my understanding of the air traffic environment, and incorporating methods of handling stress. Through my participation in an international club and student government, I know the importance of not only completing personal work but working as a team to achieve a common goal. I know what it is like to have several objectives, a limited amount of time, and different personalities with which to cooperate.

I have been majoring in Air Traffic Management with studies in the use of FARs, TRACON procedures of arrivals and departures, and work involving satellite airports. I also have a minor in Flight, and my commercial certificate has helped me significantly in appreciating the reverse side of air traffic control. By maintaining a full course load, flight lessons, two jobs, and extracurricular activities, I have learned to manage not only my time but also my stress. When burdened with multiple tasks and minimal time, I can prioritize and work through problems efficiently and effectively.

I am confident that these accomplishments have prepared me well for the rigors of the air traffic control job, and I am eager to have the opportunity to intern this summer. Please do not hesitate to contact me with further questions at 386-555-5232 or atcontroller@my.erau.edu. Thank you in advance for your time and consideration.

Sincerely,

A.T. Controller