

18240 Magnolia Place
Baton Rouge, LA 70889

November 15, 2012

Mr. John Sampson
Vice President
Z Airlines
2345 Walnut Drive
Raleigh, NC 23476

Dear Mr. Sampson:

I am writing in reference to the First Officer/Intern position being offered by your company that was posted by the Career Services Office at Embry-Riddle Aeronautical University. Living in Texas for most of my life, I have had the opportunity to fly with Z Airlines many times. I always receive great customer service and observe the very best professionalism in the industry. Z Company is always my first choice in airlines, and it would be an honor to join the Z Airlines team.

I am a dedicated individual committed to achieving my dreams and goals in life. For the past four years, I worked in a busy retail store as a sales clerk while attending school full-time. I love meeting and working with people from a variety of backgrounds, and in my spare time, I volunteer as a peer mentor to young children in my community. Balancing these opportunities in my life has taught me many valuable lessons. Time management skills have enabled me to maintain strong grades and complete my flight training within three years. If selected as an intern, I am confident that these qualities will help me make positive contributions to Z Airlines. In return, working with Z Airlines will help me expand my knowledge of a major airline and the aviation industry.

I look forward to meeting and discussing with you about becoming a part of the Z Airlines team. If you require additional information, please do not hesitate to contact me at (386) 555-5432 or jonesk@my.erau.edu. Thank you for your time and consideration.

Sincerely,

Karen E. Jones