

13 Tamblyn Way
Scottsdale, AZ 45397

March 1, 2012

Art Winthrop
General Manager
Hearst Jet Corporation
516 Forte Road
Grosse Pointe, MI 87542

Dear Mr. Winthrop:

I wish to be considered for the Charter Flight Coordinator opportunity posted on Hearst Jet's website. As an Interdisciplinary Studies student at Embry-Riddle Aeronautical University, I had the unique opportunity to focus my studies in three areas that will surely prove valuable in this position.

Through my minor in Business Administration, I have developed a solid understanding of the structure of charter companies, efficient operational management, and effective marketing techniques. In addition, I have strengthened my computer skills and have become adept at Microsoft Word, Excel and PowerPoint. Minors in Flight and Aviation Weather have given me technical expertise helpful to understand the challenges faced by pilots working in sometimes difficult environments and to help determine the best use of many of the company's resources.

My educational background is complemented by my outgoing personality, enthusiasm for the aviation industry, and organizational and teamwork skills. Each of these skills has served me well in my role as Membership Director for the campus chapter of The Ninety-Nines. During my tenure, I helped grow the organization's roster of active participants by 35% through marketing campaigns at club fairs, one-on-one solicitation at the flight line, and at Ninety-Nines-hosted events. In addition to my studies and extracurricular involvement, I worked part time in both the front office and the dispatch center of Worth Jet Aviation, gaining invaluable experience in customer service and operations.

I am eager to begin my career as a Charter Flight Coordinator with Hearst and hope to speak with you personally to more fully explain why I am an ideal candidate for this opportunity. Please contact me at your earliest convenience at 386-555-5555 or lpeters@my.erau.edu. Thank you for your time and consideration.

Sincerely,

Lauren Peters