

555 Aviation Drive
Orlando, FL 32825

March 16, 2019

Ms. Julie English
Human Resources Coordinator
Delta Air Lines
1020 Delta Blvd., Dept 970, A-2 Building
Atlanta, GA 30320

RE: Job Number EDAL7866

Dear Ms. English,

I would like to express my interest in working with Delta Air Lines as a Business Management intern (job number EDAL7866). Delta Air Lines' use of 15 different aircraft types to 214 domestic cities and a myriad of international destinations, represent a challenging and diverse business environment. I believe the opportunity to apply my education in such a setting will be invaluable. Equally, my knowledge of operations management and my technical background in aviation could prove beneficial to your company.

Through coursework and projects in the Aviation Business Administration program, I have become competent with the tools of an effective business analyst. These tools include the use of linear programming to define and solve complex problems, methods for forecasting variables such as costs or revenues, and research techniques for gathering and analyzing information. In applying these tools at Delta Air Lines, I can assist in developing programs to reduce cost, improve efficiency, or conduct more effective market research. In addition to my education, I have a strong background in both the administrative and technical sides of aviation. As a Customer Service and Technical Representative at Professional Aircraft Accessories, I assisted customers with technical inquires, analyzed production costs and schedules, resolved logistical issues, and assisted the sales department with marketing efforts. Prior to this position, I worked as a technician in both their avionics and research and development departments. Furthermore, I am a licensed airframe and powerplant mechanic and an active private pilot.

I would greatly appreciate the opportunity to meet you and discuss mutual interest. Please feel free to call me with any questions you may have, or to arrange a personal interview. I can be reached at 386-555-4546. Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely yours,

Joseph P. Business
386-555-4546
businessj@my.erau.edu

Enclosure