**LYNNE A. DAWSON**

1340 WOOD ST. CONCORD, MASSACHUSETTS 01742 (978) 369-XXXX ladaw@gmail.com

January 3, 2019

Mr. \_\_\_\_\_\_\_\_\_\_\_

Manager of Inflight Recruiting

American Airlines

4255 Amon Carter Boulevard

Ft Worth, TX 76155

Dear Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_:

I am an outgoing, energetic and reliable professional with a passion for exceptional customer service seeking a career position as a flight attendant with American Airlines. I believe that my strong customer service experience, international travel background and second language skills would allow me to contribute greatly to the needs of your airline. My experience includes:

* Customer Relations Coordinator at Tufts Health Plans – solve individual customer problems daily. Train new-hires in telemarketing techniques.
* Canadian Customer Service Representative and French language speaker at Millipore Corporation - provided international support for customers and traveled throughout Canada to meet with field sales representatives. Telemarketer and trainer for the entire Millipore product line.
* Guest and Audience Coordinator for a local television talk show in Boston. – coordinated and scheduled all guest appearances solved guest conflict problems, screened and selected audiences.

I graduated Summa cum Laude from Boston College in 2003 and hold certifications in first aid, CPR and Automatic External Defibrillators (AEDs). I also have been involved in a great deal of community public service, working as a volunteer worker for a local Catholic Charities food pantry and as a fundraiser for the Dana Farber Cancer Institute in Boston. I also ran in the Boston Marathon in 2001.

I look forward to hearing from you and would appreciate any chance to meet with you to discuss my qualifications in greater detail. Thank you for your consideration.

Sincerely,

Lynne A. Dawson

Enclosure