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

* Flight Attendant at Delta Air Lines – completed over 8,000 hours of domestic and international flights aboard Boeing and Airbus commercial jets holding up to 400 passengers. Received “Flight Attendant Excellence Award” for safety adherence.
* Flight Attendant at US Airways – completed over 4,500 hours of domestic and international commercial flights and mentored over 40 new flight attendants, providing training in customer service, safety techniques and health and sanitary standards, improving overall retention rate by 30%.

I graduated Summa cum Laude from Boston College in 2003 and hold certifications in first aid, CPR and Automatic External Defibrillator (AED). 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