

1234 Management Drive
My City, My State 15555

Date

Contact Name
Contact Title
Acme Aviation
Employer Street
Employer City, Employer State 14604

Dear Mr./Ms. Lastname,

Please consider my experience and skills for the Manager, Landside Operations position, number 787986, advertised in Yahoo HotJobs. I am particularly interested in working for the San Diego County Regional Airport Authority because I am seeking an opportunity to apply my skills and education to serve in the capacity of planning for the future air transportation needs of the region, which is one of San Diego County Regional Airport Authority's main responsibilities. My research indicates an exciting future of growth for the area and I would like to be involved in making a positive contribution to it.

I have the key qualification of over two years' experience managing activities and personnel in a supervisory capacity at a large commercial airport, as well as the education requirement of an aviation-related master's degree in Management. I also offer experience providing day-to-day leadership to staff, and have accomplished a less than 1% turnover in six years. In addition, I have experience with coordinating the schedules of pilots to meet planned routes. I believe my collective experiences will help me be productive while I am learning the details of the Landside Operations Manager position.

If you have any questions or would like to arrange an interview, please contact me anytime at 555-555-5555 or contact me via email at xxx@xx.com to schedule an interview with me. I look forward to hearing from you soon.

Sincerely,

First and Last Name

Enclosure: Resume