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January 2, 20XX

Pretend Airline
123 Flight Lane
St. Louis, MO 63145

RE: CREW SCHEDULER – Position #55512

Dear Hiring Manager:

I am excited to apply for your open position of Crew Scheduler, which I learned about on Indeed.com. As a recent college graduate, I have learned the value of demonstrating commitment to excellence, which will enable me to thrive in this position.

My Bachelor's in Communication has given me many tools to be successful in this position. For example, my courses in interpersonal skills taught me how to communicate with a variety of people effectively while also resolving conflicts professionally. I will be more than capable in managing the large amount of telephone communication this job receives. I have also taken writing courses enabling me to send clear, concise business correspondence.

I noted that you're seeking someone able to make decisions under intense deadline pressure. My part-time job through college was a front desk clerk at a hotel. I consistently managed multiple tasks concurrently and ensured customer satisfaction above all. In fact, I received 15 "Customer Kudos" where hotel guests mentioned me by name and indicated that I did an exceptional job helping them.

As I was researching Pretend Airline, I resonated with your motto "Always on Time" because my personal philosophy of time management includes arriving 15 minutes early.

Thank you for taking the time to review my application materials. I hope to hear from you soon.

Sincerely,

Successful Student

Sample – Please contact us for additional assistance.

SIUE Career Development Center
(618) 650-3708 | careerdevelopment@siue.edu