

Jordan Michael Anderson

January 16, 2026

Acme Corporation

RE: Air Traffic Controller

Dear Hiring Manager,

I am writing to express my enthusiasm for the Air Traffic Controller position at Acme Corporation, as advertised on your website. With a deep passion for aviation and over five years of experience in air traffic control, I am excited about the opportunity to contribute to your team and ensure the safety and efficiency of airspace management.

In my previous role at Skyway Air Traffic Services, I successfully managed the coordination of air traffic in one of the busiest sectors of the country. I implemented a new traffic flow procedure that reduced average flight delays by 20%, significantly enhancing operational efficiency and improving the overall experience for both pilots and passengers. Additionally, I took the initiative to develop a training program for new employees, which included simulation exercises that increased their confidence and response times during high-pressure situations.

Furthermore, my ability to remain calm and focused in critical situations has been demonstrated through my management of multiple simultaneous flights in adverse weather conditions, where I ensured all aircraft were safely guided through complex scenarios without incident. My commitment to continuous learning and adaptation has allowed me to stay current with new technologies and regulations, ensuring that I maintain the highest standards of safety and performance.

I am eager to bring my expertise and dedication to the Air Traffic Controller role at Acme Corporation and would be thrilled to discuss how my background, skills, and accomplishments align with the needs of your team. Thank you for considering my application; I look forward to the opportunity to speak with you soon.

Sincerely,

Jordan Michael Anderson