

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Career Change Air Traffic Controller

Dear Hiring Manager,

I am thrilled to apply for the Career Change Air Traffic Controller position at Acme Corporation, which I discovered on your company's careers page. With a passion for aviation and a proven track record in high-pressure environments, I am eager to bring my skills and dedication to your esteemed team. Your commitment to safety and efficiency in air traffic management resonates deeply with my values, and I believe my unique background positions me as an ideal candidate for this role.

In my previous role as a Project Manager in the logistics industry, I honed my ability to make quick, informed decisions while coordinating multiple tasks simultaneously. For instance, I successfully led a team through a complex project that required meticulous attention to timing and resource allocation. By implementing a new scheduling system, we improved on-time deliveries by 30%, reflecting my capacity for strategic planning and precise execution—key skills necessary for an Air Traffic Controller. Furthermore, my experience in crisis management has equipped me to remain calm and focused under pressure. During a critical incident, I guided my team through an unexpected supply chain disruption, ensuring all stakeholders were informed and that we met our deadlines, demonstrating my capability to coordinate effectively in challenging situations.

I am excited about the opportunity to contribute to Acme Corporation by leveraging my skills in communication, multitasking, and analytical thinking. I am eager to discuss how my background and aspirations align with the goals of your team. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you further.

Sincerely,

Jordan Taylor