

# Jordan A. Smith

January 16, 2026

Acme Corporation

RE: Internship Air Traffic Controller

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Air Traffic Controller position at Acme Corporation, which I discovered through my university's career services portal. With a strong academic background in aviation management and a passion for ensuring flight safety, I am eager to contribute my skills to your esteemed organization and learn from industry professionals.

During my studies, I excelled in courses focused on air traffic control systems and regulations, achieving a top 5% ranking in my class. My hands-on experience with aviation simulations allowed me to develop critical decision-making and coordination skills necessary for an air traffic controller. Notably, I participated in a team project simulating real-time air traffic scenarios, where I successfully coordinated over 50 simulated flights, handling potential conflicts and ensuring smooth operations under pressure.

Additionally, my internship at a local airport provided me with valuable experience in operations management. I collaborated with ground control teams to optimize runway usage and reduce delays by 20%. This experience honed my ability to communicate effectively and work collaboratively in high-stress environments, critical traits for any air traffic controller.

I am excited about the opportunity to further discuss how my background, skills, and enthusiasm align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your team and am eager to learn more about this internship opportunity.

Sincerely,

Jordan A. Smith