

Jordan Lee Smith

January 16, 2026

Acme Corporation

RE: Internship Flight Attendant

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Flight Attendant position at Acme Corporation, as advertised on your careers page. With a strong passion for customer service and a desire to contribute to a world-class airline, I am excited about the opportunity to work with a team that prioritizes safety, comfort, and a memorable travel experience for passengers.

During my time as a hospitality intern at a local hotel, I consistently went above and beyond to ensure guest satisfaction, which included managing a high volume of guest requests while maintaining a professional and calm demeanor under pressure. I was honored to receive the 'Employee of the Month' award for my dedication to exceptional service, which I believe is crucial in the fast-paced environment of air travel. Additionally, my experience as a volunteer with a community outreach program has equipped me with strong communication and interpersonal skills, allowing me to connect with individuals from diverse backgrounds, enhancing team dynamics and fostering a positive atmosphere.

I am particularly drawn to Acme Corporation's commitment to innovation in passenger experience and believe my proactive approach to problem-solving would make me a valuable asset to your team. I am eager to bring my enthusiasm for customer relations, along with my adaptability and teamwork abilities, to your esteemed airline. I would welcome the opportunity to discuss how my background and skills align with the goals of Acme Corporation in more detail.

Thank you for considering my application. I look forward to the possibility of contributing to your team and am excited about the chance to discuss this opportunity further.

Sincerely,

Jordan Lee Smith