

Jordan Taylor

January 16, 2026

Acme Corporation

RE: No Experience Air Traffic Controller

Dear Hiring Manager,

I am writing to express my enthusiasm for the No Experience Air Traffic Controller position at Acme Corporation, which I discovered on your careers page. The opportunity to contribute to air traffic safety and efficiency at a renowned organization such as yours excites me. My strong analytical skills and ability to thrive in high-pressure environments make me confident that I can excel in this role, despite my lack of direct experience in air traffic control.

During my time as a volunteer coordinator for a local community event, I successfully managed the logistics of coordinating over 200 participants. This experience honed my ability to multitask effectively while ensuring that all events ran smoothly and safely, similar to the critical thinking and organizational skills required for air traffic control. Additionally, I have completed coursework in aviation management, where I developed a solid understanding of airspace regulations and communication protocols that are essential for this role. My coursework included simulations of air traffic scenarios, which allowed me to practice making quick decisions in dynamic situations, further preparing me for the challenges I may face as an air traffic controller.

I am eager to bring my commitment to safety and my passion for aviation to Acme Corporation. I would welcome the opportunity to discuss how my skills and enthusiasm align with the objectives of your team. Thank you for considering my application; I look forward to the possibility of contributing to the exceptional service at Acme Corporation.

Sincerely,

Jordan Taylor