

# Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Promotion Air Traffic Controller

Dear Hiring Manager,

I am excited to apply for the Promotion Air Traffic Controller position at Acme Corporation, as advertised on your careers page. With over seven years of dedicated experience as an air traffic controller, I am eager to bring my expertise in managing high-pressure situations and ensuring flight safety to your esteemed organization.

During my tenure at Skyway Control Center, I successfully managed air traffic for a sector that handled over 1,200 flights daily. One of my key achievements was implementing a new coordination protocol that reduced flight delays by 25%, enhancing operational efficiency and passenger satisfaction. This initiative not only improved our on-time performance but also earned our team commendation from the regional aviation authority for excellence in service delivery. Additionally, I played a pivotal role in training new controllers, which resulted in a faster onboarding process and a 15% improvement in trainee performance assessments over the previous year.

I am particularly impressed with Acme Corporation's commitment to leveraging technology for improved air traffic management. I am eager to contribute my experience in utilizing advanced radar systems and collaborative decision-making tools to further enhance safety and efficiency at your facilities. I believe that my proactive approach and proven track record in optimizing flight operations make me an ideal candidate for this role.

I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application. I am excited about the possibility of contributing to your team and ensuring safe air travel for all.

Sincerely,

Jordan A. Thompson