

# Jordan M. Thompson

January 16, 2026

Acme Corporation

RE: Relocation Air Traffic Controller

Dear Hiring Manager,

I am writing to express my enthusiasm for the Relocation Air Traffic Controller position at Acme Corporation, as advertised on your careers page. With over seven years of experience in air traffic control and a strong background in managing complex flight operations, I am excited about the opportunity to contribute my expertise to your team and ensure the safety and efficiency of air traffic during relocations.

In my previous role at Skyline Airports, I successfully managed a high-traffic control tower where I oversaw daily operations for an average of 1,200 flights. One of my key achievements was implementing a new communication protocol that reduced miscommunications among flight crews by 30%, significantly improving both safety and operational efficiency. Additionally, I played a crucial role in coordinating the relocation of our airport's control tower, collaborating closely with engineers and air traffic managers to facilitate a seamless transition that maintained service continuity and minimized disruptions.

I am particularly drawn to the challenges presented by the Relocation Air Traffic Controller role at Acme Corporation, where my proactive approach and strong decision-making skills can be utilized to optimize flight operations during relocations. I am eager to discuss how my experience and dedication to maintaining high safety standards can contribute to the success of your team. Thank you for considering my application, and I look forward to the opportunity to speak with you further.

Sincerely,

Jordan M. Thompson