

Your Name
123-456-7890
you@email.com

June 6, 2022

Dear AirJets,

I am writing to you to express my sincere interest in a full-time position at AirJets. While on a layover in Georgia, I ran into Bob Jones, a AirJets Phenom pilot. His genuine enthusiasm for flying with AirJets was contagious, and after spending an hour discussing the company and his 15+ year career with the company, it became apparent to me that AirJets is a fantastic place to work and grow as an aviator. We exchanged contact information, and he encouraged me to apply.

I am type rated in the Citation 500 and Citation Jet 525 series, as well as SIC-typed in the Hawker 800 and Challenger 601. My experience includes:

- Single-Pilot Citation 500 series and Citation 525 into Western Canada, Alaska, Mexico
- SIC in Challenger 601 & Hawker 800XP into Teterboro, Aspen, the North Atlantic, Europe, Hawaii, Mexico
- Part 135 bush flying a Cessna Caravan in Alaska
- Strong proficiency in Honeywell FMZ 2000 FMS, Garmin G1000, G600 & GTN 750

The majority of my 1,700 hours of flying has been in corporate jet aircraft, so customer service has been a constant theme throughout most of my flying career. I understand fully that pilots engaged in this type of flying are more than just aircraft operators, and customers are paying for an experience that is more than just “point A to point B.” While safety is the most important priority, being in tune with the needs of the passengers makes all the difference in the world to them.

My career experiences thus far have included 225+ hours of single-pilot IFR jet flying in the Pacific Northwest. One develops such resourcefulness, efficiency, and a sense of complete responsibility while operating as a single-pilot in a jet that it can't help but make one a better pilot under any circumstances. Other skill sets, including crew resource management and learning to spend many consecutive days at a time working with one colleague, have been developed through flying in larger crewed aircraft like the Challenger 601. Previous colleagues and friends might describe me as extremely easy to get along with, which experience has shown is an important trait in this type of work.

My current resume meets all of AirJets' eligibility requirements, save one: the ATP written. There has been no need for an ATP working for my current employer, which is why I have yet to complete the ATP written. Should AirJets be interested in hiring me, I can complete the ATP-CTP course and written test within a matter of weeks.

Finally, I am happy to provide letters of recommendation and references from multiple pilots with whom I have flown and trained, including the ex-director of safety at Southwest Airlines, the ex-chief pilot of Southern Airlines, and an ex-check airman at Continental Airlines, to name a few.

Looking forward to talking with you soon.

Sincerely,
Your Name