

Melissa Stewart
123 Silver Street
Leighton Buzzard
Bedfordshire
LU7 3AR

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Ms Deborah Webster
ABC Group
72 Harley Gardens
Hayes
UB3 0WL

Dear Ms Webster,

I am writing to introduce myself to your company and enclose my Curriculum Vitae for your consideration. I have been seeking a challenging and exciting position within a dynamic organisation such as yours for some time. I am keen to work in an environment where there is the opportunity to take on responsibility from an early stage, where I might also have the chance to progress and further develop my skills.

I have been working for TGA Airlines as a Senior Flight Attendant for over four years now, prior to this I worked for CAT Airlines for three years. During the time I have spent working in the airline industry, I have escorted many high profile clients and first class business travellers, ensuring that their journey exceeds their expectations. I possess a strong customer focus and work discreetly and meticulously in order to provide the very best possible service levels.

I am determined, results oriented and ambitious and my communication and interpersonal skills are of a very high quality. I am diplomatic and good-humoured, maintaining a positive and supportive attitude with the ability to achieve desired results. I work well under pressure and excel in planning and organisation. A highly capable decision-maker with excellent analytical and problem solving skills, with the ability to confidently present information clearly and concisely.

I place a high value upon teamwork and the development of good working relationship with colleagues and clients.

I feel that my experience and abilities would provide a positive influence within a forward thinking organisation such as yours. I would welcome the opportunity to discuss my interest in this role further.

Should you require any further information please do not hesitate to contact me.

Yours sincerely

Melissa Stewart

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