Christine Graham  
Hiring Manager  
Dayjob Ltd  
120 Vyse Street  
Birmingham  
B18 6NF

4th January 2014

Dear Ms Graham,

My work experience is as varied and exciting as the aeroplanes that I fly.

I am contacting you because I noticed your advertisement for a Pilot on the Dayjob.com website. I am keen to work for your company as in your job description you stress the variety and responsibility that comes with the role, both of these are factors that are important to me.

I have been working as a Pilot for more than three years and hold a valid and current Pilots License  as prescribed by the Regulatory Authorities. In my present role I have experience of planning the route of flight, securing the necessary clearance, and navigating by reference to aeronautical charts, compass, and terrain features. I am comfortable flying passengers and cargo on long or short-haul flights. I will always ensure that an aircraft remains mission ready, and am able to perform any other aviation-related administrative duties assigned by management.

On a personal level I am always well-dressed and able present myself in a professional manner, on top of this I have a track record of remaining calm in and taking charge of any emergency situation.

Please feel free to reach me at info@dayjob.com if you feel that I may be a suitable candidate for your position.

Yours sincerely,

Your name  
Address 1  
Address 2  
Tel: 00 44 121 638 0026  
Email: info@dayjob.com