

12<sup>th</sup> April 2022

Jane Apiyo  
apiyojane67@gmail.com  
0707253977

The Human Resource Manager  
Swissport Kenya Limited  
P.O. Box 19177, 00501 Nairobi

Dear Sir, Madam

**RE: Application for Passenger Services Agent at Swissport**

I would like to be considered for the position of a **Passenger Services Agent** recently advertised by your organization and enclose my resume for review. I have a Diploma in Flight Dispatch from the East African School of Aviation, among other qualifications that you might find useful.

I have recently worked as a Flight Operations Officer at Bluesky Aviation Limited, an Aviation firm at Wilson Airport, Nairobi for close to one and a half years, where I used to handle and manage passengers and large amount of flight related data on a daily basis, I have also worked and interned at various firms within Kenya where I gained valuable knowledge providing different skills and supervision services, among others.

My study and work Experience have given me both the theoretical and practical knowledge needed to hit the ground running in any future position I take up. You will find that I exhibit a powerful combination of proven ability expertise, solid communication skills and extensive hands-on experience. I can grow with a job, handle responsibility and build positive relationship with work colleagues at all levels. I very much hope that you will look favorably upon my application by recognizing my enthusiasm in this field and my future potential.

Thank You!

Yours sincerely,



Jane Apiyo