

# Lecture 2

12 September 2022 15:08

Write a cover letter ?

Imaginary Full Name ,email address, address and Date .

To address HR manager ,  
Air Atlantic  
Delhi

On the same page we need to salute

Dear Mister Ram Narayan <If we know the name of the HR manager >  
Else  
Dear Sir / Madam

Subject : Application for the post of Flight Attendant.

<First sentence must mention the advertisement , if newspaper must provide the date>

This is with reference to your advertisement in The Times of India dated July 10th 2022  
for the post of Flight Attendant in Air Atlantic . <This must be the first sentence >

I wish to apply for the same . I am confident that my dynamic customer service and team work  
skills will make me a strong member of your crew .

<first para maximum 2 sentences>

<br>

<2nd para for the skills >

My extensive experience in the industry has taught me the value of providing positive  
individualised service to all customers . <> As an award winning representative I worked in a very  
good manner with clients to make sure all their queries were satisfactorily answered .

<br>

As a host i ensured each guest's comfort and well-being . <> I assure that I will be in constant  
communication with staff and management . <> My positivity and clear communication skills  
helped to strengthen our teams efficiency .

<br>

I look forward to a positive response from your end and opportunity to present myself in person  
for an interview or discussion .

Yours sincerely  
Shubham Pawar  
<signature>

Cover letter should match the resume .

Dont repeat the information

Dont forget to mention the post for which we are replying . <in the body part first sentence >

If you are elected Member Of Parliament for the upcoming election what would you like to do?

<Maximum 4 pages , Minimum 2 pages > In paragraph

October 9th