

## Brodie Bremen

1234 Main Street, Any Town, Any Country, and E: B.B @yahoo.com, T: 000-000-000

12th JUN 2017  
David Smith  
Hiring Manager  
Air Traffic Controller  
ABC Company  
London

Dear Mr. Smith

I write to apply for the position of Air Traffic Controller at ABC International Airport. My experience and qualification aligns well with the qualifications you are seeking. I have been graduated with a first class degree from XXX academy, where I pursued my Traffic-Collegiate Training Initiative (AT-CTI) program.

With more than 6 years' experience as an Air Traffic Controller, I am adept in directing air and ground traffic, monitoring traffic and weather, and optimizing tower responses to changing conditions. Some of my Responsibilities were to:

- Ensuring ground traffic moves smoothly and with safety in mind.
- Monitoring atmospheric conditions and aircraft routes.
- Correcting and altering aircraft paths to avoid collisions.
- Responding to pilot questions and providing vital information.

I have enclosed my latest CV which details my experiences. If you have any questions, please do not hesitate to contact me.

I appreciate your time taken to review my credentials and experience.

I look forward to being interviewed at your earliest convenience. Lot of thanks for your consideration and care.

Sincerely,

Brodie Bremen