

Cabin Crew Member cover letter

Two sample letters, experienced and fresher. Keep the one closer to your situation, replace the text in [brackets] and every detail with your own.

SAMPLE LETTER: EXPERIENCED

Dear Recruitment Team,

I am applying for the Senior Cabin Crew position at [Organisation name]. I have five years of flying experience with a domestic low-cost airline, operating on narrow-body aircraft across metro and regional routes, and I am now looking to move to an airline with international operations.

I hold a current type rating for my aircraft family and complete annual recurrent training in safety and emergency procedures, first aid and crew resource management. On one flight, a passenger reported chest pain shortly after take-off. I led the cabin response with my colleague, used the emergency medical kit as trained, located a doctor on board and kept the cockpit updated. The captain diverted to the nearest airport, and the passenger was handed over to medical staff on arrival.

I have been working as a lead in the forward galley for the last year, handling the pre-flight briefing for the cabin team, cabin documentation and buy-on-board sales reconciliation. My record has no safety or grooming observations.

I speak English, Hindi and Gujarati. I can join after completing my notice period of sixty days. Thank you for your consideration.

Regards,

[Your name]

SAMPLE LETTER: FRESHER

Dear Recruitment Team,

I am applying for the Cabin Crew Trainee position at [Organisation name]. I completed my B.A. in Tourism this year and an aviation and hospitality course, and I have spent the last year as a guest relations executive at a large hotel in Chennai, where I learnt to look after people who are tired, anxious or far from home.

At the hotel I met arriving guests, handled special requests and responded to complaints at the lobby desk. One night an elderly guest became unwell in the lobby. I stayed calm, called the duty manager and the on-call doctor, kept the guest comfortable and spoke to his family on the phone until help arrived. That evening made me certain I want a role where safety and service go together.

I meet the height, vision and fitness requirements in your advertisement, can swim confidently and hold a valid Indian passport. I speak English, Hindi and Tamil fluently, with basic Arabic.

I understand cabin crew work involves irregular hours, overnight layovers and strict grooming standards, and I am ready for them. I can attend an assessment day at your convenience.

Regards,
[Your name]

BEFORE YOU SEND IT

- Confirm briefly that you meet the eligibility criteria in the advertisement, such as age, height, vision, swimming and passport, so recruiters do not need to check your resume first.
- Use one short story about safety or care under pressure, such as a medical situation or a long delay, rather than general claims about loving travel.
- List languages with honest levels and mention any recurrent training, type ratings or first aid certificates you hold, since these affect route and rank allocation.
- Keep the letter crisp and error-free and follow the airline's exact application instructions, including photo and grooming guidelines, because attention to detail is part of the selection.