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February 19, 20XX

Alaska Airlines
Affinity Card Program Hiring Manager
19300 International Blvd.
Seattle, WA 98188

Dear Alaska Airlines Hiring Manager:

I recently saw your internship opening for the Affinity Card Program at Alaska Airlines. This position is a great match with both my educational background and career interests. Growing up in Seattle, I am very familiar with Alaska Airlines. My first ever flight was on Alaska to San Francisco, California. Since then, I have flown on countless Alaska flights and want to become part of the family-like atmosphere. I believe traveling and living abroad experience is essential in a candidate. Without having travel experience yourself, it would be difficult to understand the culture Alaska prides itself on as well as the standards that make it stand out. If chosen for the internship I hope to gain a better understanding of the company I grew up knowing and acquire valuable experience to carry with me in the future.

Currently, I am pursuing a Bachelor of Arts in Business Administration with an emphasis in International Business at Seattle Pacific University. Looking at the values of Alaska Airlines, I believe I can become a respected asset because of the skills I acquired abroad, lifelong experiences on teams, and working in customer service. My concentration in International Business allowed me to travel to Italy with a study abroad program. While living in Italy, I learned about a different culture while also focusing on an 18-credit course load. Traveling both domestically and internationally has only expanded my people and problem solving skills. Being in foreign cities and figuring out how to use your resources most effectively while trying to work collaborative with others was definitely a learning process, but one I would not trade. Being on the Seattle Pacific University women's basketball team has furthered my hardworking nature while also requiring me to be an exceptionally experienced time manager. This is clearly beneficial in the workplace when deadlines need to be met in an organized, efficient and creative way. I have learned that communication is key while planning projects, activities, and events. Through working in customer service I have experienced a diverse range of people and challenging situations, which has only strengthened my outgoing and personable demeanor. These two attributes combined highlight the Alaska Airlines values of spirit, resourcefulness, integrity, professionalism and care which I only look to improve on in the future.

I am very interested in this position and will email you next week to see if we can arrange an interview. Thank you for your time and consideration.

Sincerely,

Your Name