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# Example of Air Traffic Control Specialist Cover Letter

96185 Arthur Station  
West Gigichester, ID 47372

**Dear Briar Rau,**

I submit this application to express my sincere interest in the air traffic control specialist position.

In the previous role, I was responsible for separation between landing and departing aircraft, transfers control of aircraft on instrument flights to the enroute controllers when the aircraft leave their airspace, and receive control of aircraft on instrument flights coming into their airspace from controllers at adjacent facilities.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

* Flight procedures specialist, and/or air traffic procedure design work
* Previous experience in design of air traffic
* Tomball, TX 1 vacancy
* Successful completion of a FAA, DoD, or ICAO Basic Air Traffic Control course
* Watch Supervisor/Controller-In-Charge or equivalent preferred
* Knowledge/understanding of FAA Organizational Structure (Service Area Level and Field Facilities)
* Coordinate Airfield Services providing support for transient and tenant aircraft
* Coordinate aircraft parking, passenger pick-up and delivery, special security

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Baylor Jacobs