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# Example of Air Traffic Control Specialist Cover Letter

49117 Loida Harbors  
Toyfort, NM 30445-9115

**Dear Briar Thompson,**

In response to your job posting for air traffic control specialist, I am including this letter and my resume for your review.

In the previous role, I was responsible for safety control instructions using computerized radar systems and air and ground communications systems.

Please consider my qualifications and experience:

* Experienced users of Microsoft Office products
* Employee shall possess a current FAA Air Traffic Control Specialist Certificate (FAA form 7220-1), and recent air traffic controller experience
* Employee shall possess appropriate qualification and recent experience in pertinent areas of Air Traffic Control, Terminal and military aviation
* Maintain library of applicable facility directives and SOPs
* Successful completion of an ACA1 or equivalent DoD /DOT air traffic controller course in accordance with NAVAIR 00-80T-114
* Professional knowledge is defined as the comprehensive, in-depth knowledge of a particular field or endeavor recognized by the FAA NAS community
* Understand and apply regulations applying to functional area
* Prior experience working in laboratory research environment

**Thank you for considering me to become a member of your team.**

Sincerely,

River Upton