

# Airport Operations Cover Letter

25814 Cortez Highway Hayesmouth, DE 96572-8503

**Dear Hayden Bergstrom,**

Please consider me for the airport operations opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for direction and oversight to General Managers regarding operational safety and security; financial performance; flight reliability; customer processing; planeside operations including ramp and customer service; baggage handling; fueling; aircraft appearance and cabin provisioning; airport policies and procedures; on-ground technology and equipment deployment for all UGE operations in assigned area.

Please consider my experience and qualifications for this position:

- Affect leadership quality and retention in the Hub Manager and Team Leader ranks
- Proficiency in English language is preferred
- Experience with financial accounting and operating expense statement variance analysis
- Previous airport airfield work experience
- Finance-based analytical skills to understand various forecasting techniques and variance analysis
- Strong oral & written communication skills, computer skills, including Excel, Word, PowerPoint, TSO, with report generation & database experience & facilitation skills
- Current experience providing administrative support to Senior leaders including Vice President level
- Advanced computer skills, preferably Windows, Word, PowerPoint, Excel and Outlook

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

Sincerely,

