|  |  |
| --- | --- |
| **Robert smith**  **Event Coordinator** | **Phone**: (123) 456 78 99  **Email**: info@qwikresume.com  **Website**: [www.qwikresume.com](http://www.qwikresume.com)  **LinkedIn**: linkedin.com/qwikresume  **Address**:1737 Marshville Road, Alabama. |

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I found your advertisement for the Event Coordinator in \*\*\*\* and am very interested in this position. As an accomplished and experienced Event Coordinator with more than 10 years of experience in overseeing various kinds of events, and special programs – including concerts and speaking engagements – I feel that my skill set and industry knowledge would be invaluable to \*\*\*. My experience includes planning, developing, and implementing a wide range of events, programs, and special activities and overseeing these events throughout the entire process from start to finish. My strong ability to connect well with all types of people, along with my expertise in negotiation allows me to excel in this role, and bring profit and name to the organization I work for.

Allow me to showcase some of my highlighting qualifications –

* Overseeing all aspects of event planning for \*\*\*, and \*\*\*\* for five years
* Strong interpersonal skills, and the ability to find appropriate venues
* Knowledge and proficiency to handle all aspects of event execution from selecting speakers to publicizing events through online media and prints
* Strong experience with financial and contract management
* Identified ancillary revenue sources and cost-saving opportunities for clients focusing on limited budgets
* Successfully coordinated and managed events with more than 50,000 guests, booking hotel rooms, managing logistics, booking transportation, and other matters for visiting performers
* Fostering solid relationships through effective communication, interpersonal and leadership skills without compromising on client satisfaction

My proven ability to coordinate events, and special shows along with my strong negotiation capacity puts me in a place where I can easily meet and surpass the requirements of the hiring company. I look forward to discussing the position and my credentials in further detail. Thank you for your time and consideration.

Sincerely,

[Your Name]