

[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],

Please accept my application in response to your job advertisement for the available position of Event Sales Manager at your organization. I believe that my accomplished knowledge and unique experience has prepared me to support your Event Planning team. As a long time, Event Sales Manager below are my key responsibilities of the current role:

* Leads generation to improve sales.
* Building deal closing strategies.
* Spot potential customers and build impressive relationships with them.
* Maximizing the company’s profit by upselling service to the clients.
* Compose a winning proposal accommodating clients’ need and budget.
* Provide accurate pricing for venues based on the type of event.

The above list of my key contributions has increased my passion and motivation to anticipate the needs of the customer and contribute a noticeable addition to its growth.

My resume attached below will share my areas of expertise, qualifications and professional experiences. I am sure that given an opportunity, I can present a compelling candidacy for the required position. I’m glad and want to thank you for considering me for the position of Event Sales Manager.

Sincerely,

[Your Name]

**Robert Smith**

**Event Sales Manager**