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| **Robert smith**  **Event Specialist** | **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 want to present my candidature for the role of your next Event Specialist through this job application. The amalgamation of my current and previous work responsibilities will share a glimpse of my preparedness for the role. Sharing below my composite responsibilities for your review:

* Assist in logistics.
* Managing the event schedules.
* Hire and train new employees.
* Administer the event equipment inventory.
* Prepare and present post-event reports.
* Oversee the design and production of the promotions goods and giveaways.

Alongside the above duties, I’ve expanded my service capacity across all the divisions associated with the field. I am confident that my competence and finesse will foster the growth and success of the team as well as the organization.

I am pleased that you’ve taken out time to pay a glance at my job application. The attached CV will reveal my educational record and work history. I am available at your convenience to discuss my application further.

Sincerely,

[Your Name]