

# Event Coordinator Cover Letter Sample 1

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**Susan Heritage**

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July 16, 2018

**Mr. Mason Klipsten**

HR Department Head

**Klipsten Event Planning & Co.**

4011 Desert Sun Way, Summerlin, Nevada 50201

Dear Mr. Klipsten,

I am writing to show my interest in the event coordinator position you have available at your company. I was referred to you by your recently retired employee, Mr. Arnold Milway, as he would highly recommend me for this position. I am a graduate of Nevada State College, and hold a double major in communications and public relations. The description for this job parallels my qualifications and passions perfectly, and I know with my seven years of comprehensive event and customer service experience, I have a lot of good things to offer your business.

I am currently employed as a Special Events Manager with McRenolds Events, and have been benefiting this company for the past five years. My main responsibilities include managing a variety of events, budgets, deadlines, schedules, and programs for a diverse demographic of people. I am in charge of coordinating an array of events, including formal luncheons, legislative breakfasts, large scale picnics and cookouts, conferences, and tournaments. I am also responsible for the marketing and advertising aspects of the events.

During my time with McRenolds Events, I have had the opportunity to move up the career ladder through promotions. I am proud to say that I started as an intern with the company, and was offered the position of special events manager within two years. Additionally, I have been able to build a solid foundation of trust, which has allowed me to form strategic partnerships with clients, venues, and service providers. I was also voted Employee of the Month four months in a row while working there.

Not only do I have the fundamental education to be successful in this position, but I also have excellent interpersonal skills and extensive experience in customer service. Having worked with a diverse population, including executives, volunteers, and organization members, I am a well-organized person, and self-motivated when it comes to getting things done. I am also well accustomed to working after hours and on weekends, as I know it is necessary in this particular career field.

I know you'll find that my high energy and positive personality is what has allowed me to work well with others, while still maintaining an impressive work ethic. Being confident in my passion for event coordinating is what makes me a successful worker. I believe we could both benefit from a long-term collaboration. I look forward to discussing my qualifications with you in person, and I thank you for your time and consideration.

Sincerely,  
Susan Heritage