

Event Coordinator Cover Letter Sample 2

Janie LaReena

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July 16, 2018

Mrs. Gillian Costan

Hiring Manager

Dazzling Nights Entertainment & Event Planning

8911 Oasis Drive, Reno, Nevada 50322

Dear Mrs. Costan,

I am writing to express my interest in the event coordinator position you have posted on your company's website. I am a graduate of The University of Nevada, Reno. My degree is an honors degree in Hospitality, with a focus on Special Event Planning. The education I have received, in combination with several years of experience in event managing, has given me valuable insight into the overall aspects of event planning, and I wish to bring my expertise to your company.

While I enjoy working at my current employer, The Big Day Services and More, I have found that my true passion and interests lie on a different path. I believe joining a full-service event management company, such as yours, aligns with my desires and interests. My daily tasks at my current workplace include researching different venues, budget management, staff training, negotiating contracts, and reporting outcomes. I characterize myself as a quick problem solver and a team player that works well in a fast-paced environment.

Through my experiences, I have learned a lot about time and task management, as well as forming relationships. At my current job, I have maintained one of the top quotas for bringing in new clients. Additionally, I have received numerous customer compliments, and hold the highest rate of returning customers. For my superiors, I was a reliable source of support at all times. I understand that every company is different, but I know my interpersonal skills can easily adapt to your standards to produce similar results.

From leveraging media and marketing outlets to managing multiple projects and deadlines, my highly effective communication skills are what set me apart and have given me a solid foundation in this business. While I consider myself a self-starter, I am also a team player, always ready to offer innovative and original ideas. I understand the value of goals, and I strive to go above and beyond expectations. I am an extremely organized person, which is one of the most important skills someone in event organizing should have. I enjoy putting together an event from start to finish.

I believe your organization fits perfectly with my field of expertise. My creativity will work to enhance your already well-known events, and bring them to the next level. At the same time, I would strive to bring your company new events. I would like to work for a company where I can further develop my skills as well, such as yours. I would appreciate the opportunity to further discuss my candidacy with you in person, and I look forward to hearing from you soon.

Sincerely,
Janie LaReena