

J E F F R E Y
C O N R A D
Event Coordinator

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41 Platinum Drive, Rochester, PA 15074

Human Resource Manager

Jessica Lehman

September 2, 2019

Dear Mrs. Lehman

I'm writing to express my interest in the Event Manager open position.

I'm extremely organized specialist with a 10 year of background in the successful planning and seamless execution of meetings and events.

I have a successful track record of creating venues and the ability to balance priorities, meet tight deadlines and produce superior quality. I am devoted to making a positive difference in the lives of the people I come in contact with. My goal is to further my knowledge and experience with event execution.

In my previous position, I have taught the importance of careful planning, thoughtful execution and the relationship between a business and the community it serves. I Independently booked and managed over 150 events a year while executing new and innovative ideas that doubled event revenue after only months.

My experiences have also taught how to manage complex assignments with teams of different sizes, orientations, and backgrounds, or on my own. But my qualifications go beyond my education, experience, and motivation. I am also a self- sufficient, independent person with a strong work ethic and a passion to always learn and improve.

You will find a copy of my resume enclosed, you can contact me by phone anytime. I hope you find my resume outstanding enough that we can discuss this wonderful opportunity together face to face. Thank you for taking the time to review my resume.

Sincerely,

Jeffrey Conrad

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