**Dennis Collins**

**🖂 Street Address, New York, NY 55900 🕿 (555) 555-5555 🖂** **[Email Address]**

**Today’s date**

Ms. Helen Jackson

Company name

Address, City, State, zip

Dear Helen Jackson,

Re: Job Ad – Event Manager

Forgive my bluntness, but I heard through the grapevine that your company is desperate for an event manager due to the untimely arrest of your previous employee.

I am enclosing my resume for your review, and I’m sure you’ll appreciate my 16 years of sterling experience in working for a face paced, successful media events company.

While my two Bachelor’s degrees (in business administration and event management) helped me launch my career, I’ve found that actually working in the field advanced my vast marketing knowledge and organizational abilities more than any schooling could have.

I employed my professional research abilities to identify appropriate locations and negotiate favorable terms for my clients.
I worked with clients to create spectacular events (themes, entertainment, free publicity for the client, leads for additional business), while remaining under the budget provided, and utilize my excellent communication skills with the management of the venue of the event, caterers, and equipment rental personnel to ensure the efficient functioning of truly memorable events.

My planning and execution of events are targeted to produce the maximum benefits to my clients and achieve their goals, while attaining a loyal client base for my company.

We have so much to converse about regarding what I can accomplish for your company as an event manager that we really must meet in person to continue this discussion.

Please contact me at my above contact information to set up a mutually convenient time.

Thanking you for your time and consideration.

Sincerely yours,

Dennis Collins