Date

Dear Hiring Manager,

I am pleased to write this cover letter for the position of Event coordinator at (name of the company). I have always planned for becoming an event coordinator because it is one of the few things, I have a deep interest in.

To many people, it might not feel like a good idea of being an Event Coordinator and making it your sole career. In our society people usually take as being an engineer, doctor or any other profession of this sort to be a better choice for one’s career. There are parents who want their child to choose one of these professions as according to them they are safe and reliable enough for generating an income. I, on the other hand, have a different perspective on this manner. For me, if a person chooses what he likes to do as his profession he would never have to work another day in his life. He would be living his dream, and, in this manner, he would be internally satisfied.

A person who is satisfied with the inside is the only one who is actually happy. Moreover, only a happy man can keep his family happy.

I have also worked as an assistant to (name of the person) in (name of the company). (Name of the person) was the head Event coordinator in (name of the company). He helped me in gaining a plethora of knowledge and experience about the responsibilities of an event coordinator. I am a very hard-working individual and thus, I like to do all the tasks assigned to me with complete honesty. I love to acquire new knowledge; thus, I was always up for any new or difficult task that others, out of the fear of losing, might not take.

Speaking of my responsibilities in (name of the company) as an assistant to Event Coordinator, I was accountable for managing individual components of the complete event so that the event runs smoothly, and no one has to face any issue regarding anything. I was also in charge of planning private meetings with the clients to ensure that their every demand is met in the event.

Furthermore, I was in control of looking out for sites for the event, making bookings, ordering the catering services, finalizing the menu with the clients, ordering the flowers and other decoration items. Among all these responsibilities I used to manage the overall cost for the event and discussed it in detail with the client.

I am a person who likes neat and tidy places so after the event was over, I made sure that the place was cleaned. I like to leave the place in its original condition as it was before the event. Moreover, after the successful completion of the event, I always asked for the feedbacks of the clients as it would help me in getting better at this profession. I have always respected positive criticism and therefore, I never mind if I am told to make any part of my services better. I always strive for becoming a better and more confident person.

As far as my education is concerned, I have completed my degree in (name of the subject) from (name of the institute). For becoming the best in my profession I knew I would require something more than the degree in (name of the subject) hence, I took admission in (name of the university) for doing my degree in (name of the subject) from (name of the university). Both these degrees have helped me not only in better estimation of the total cost of the event but also in better planning and execution of the event.

In the end, I would like to thank you for considering my application for the post of Event coordinator at (name of the company). I look forward to meeting the employees of your company. I would love to share my knowledge and experiences with them. Hope to see you in interviews. For any further query please contact me on the details mentioned: (contact details including postal address and private phone number).

Sincerely,

Name of the applicant