

Jane Smith

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For the attention of: Aruna Doe

Dear Sir / Madam,

Re: EMPLOYMENT OPPORTUNITIES

Ready to leverage my enthusiasm for event management and event planning as well as my dedication to providing best-in-class service, I submit my CV for your professional review. I am confident that the diversity of my experience in event assistance, brand strategy and networking will allow me to seamlessly transition my skills and talents to this role on the team at Generic Co.

As you will quickly note upon reviewing my background, my experience is comprehensive and multi-faceted. As Events Assistant for Events R Us, I gained highly transferable skills that will allow me to join your company and rapidly provide excellent results.

Additionally, I was actively involved in organising events which strengthened my creativity and artistic skills and called for rigorous planning while remaining adaptable. As coordinator during many events, I received invaluable experience of teamwork in both leadership and executive roles.

Some additional key highlights of the benefits I will bring to your organisation include:

- Experience in conceptualising and coordinating events with over 300 attendees, 10 guest speakers, and in excess of 2,000 online viewers
- Motivated and ambitious with a mature and responsible approach to any task undertaken
- An extensive background in organising events as Marketing Assistant with Marketing R Us in Milan, where I was involved in numerous events for different fashion brands

In me, Generic Co will gain a diligent and detailed-oriented individual with the agility, dedication and focus required to successfully fill the role of Event Manager. As such, I would welcome the opportunity to meet in person to discuss this opening in more detail.

Thank you for your consideration and I look forward to hearing from you.

Yours faithfully,

Jane Smith

enc.: CV