Event Coordinator Cover Letter Template

**[Name]**

**[Address]**

**[Zip Code]**

**[Telephone Number]**

**[Website/LinkedIn Link]**

Dear **[hiring manager’s title and last name, or their first name]**,

I found your advertisement for the **Event Coordinator** and am very interested in the position. My experience in **event coordination** and ability to **[#1 skill]** and **[#2 skill]** make me the perfect candidate for the job. I know my skill set and industry knowledge will be invaluable to **[name of the company/organization]**.

I am most impressed by **[mention notable milestones or characteristics you appreciate about the company/institution]** and have some great ideas of my own to contribute. When I worked on **[mention a successful project/initiative you were involved in]**, we managed to **[describe the result(s) of the project]**. I believe your **[talk about a project or company initiative you are especially interested in]** will make waves in the industry and I’d feel privileged to be a part of such an innovative team.

In my role as **[former or current position]**, I achieved **[describe accomplishment(s) and strengthen it with a statistic, if possible]**, which improved **[mention the effect this accomplishment had on the organization or company in question]**. Most recently I attended **[name relevant workshops/courses/training you’ve completed]** that helped me sharpen my **[list key skills or valuable attributes]**.

I have attached my resume and **[mention any other documents that were requested, if applicable]**. If you like my ideas, I have many more I’d like to discuss with you.

Sincerely,

**[Full name]**