

Conference Services Coordinator Cover Letter

143 McCullough PointLake Teddyfort, MO 94950-6890

Dear Parker Greenfelder,

I am excited to be applying for the position of conference services coordinator. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for guidance for a guest as they navigate reserving conference rooms, equipment, and Catering in a post-COVID environment.

My experience is an excellent fit for the list of requirements in this job:

- Knowledge of event & banquet management
- Good knowledge (Level 4) of spoken English and basic knowledge (Level 3) of spoken French in order to discuss and to respond to various inquiries
- Excellent interpersonal skills and dedication to providing exceptional customer service
- Be proficient in typing skills computer so any correspondence (proposals, contracts, form letters, internal forms,) can be performed as needed
- Passionate and well organized professional with power to prioritize and multitask
- General knowledge of catering policies and sales procedures preferred
- Excellent organizational skills and effectively prioritize without prompting
- Strong analytical thinking, problem solving skills and communications skills (both written and oral) with a high level of attention to detail

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Justice Halvorson