

# Conference Services Coordinator Cover Letter

3795 Leone LoopDerekburch, AZ 45678-6615

**Dear Frankie McGlynn,**

I submit this application to express my sincere interest in the conference services coordinator position.

In my previous role, I was responsible for support to the Catering Sales Manager in handling Wedding/Destination Wedding client's as well local corporate development/solicitation & servicing of new business.

Please consider my qualifications and experience:

- Knowledge of banquet food, beverage and wine pairings
- Experience directly related to hotel conference services preferred
- Computer proficiency with Microsoft Office Suite (MS Word, Excel and PowerPoint)
- Hotel/Hospitality Management program a definite asset
- S&C experience an asset
- Previous experience in a luxury hotel environment is preferred
- Knowledge of computerized Conference Services systems preferred with emphasis in Micros, Opera, S&C, Meeting Matrix and Microsoft Office programs an asset
- Catering and Conference Service experience preferred

**Thank you for your time and consideration.**

Sincerely,

Dakota Sanford