

# Conference Services Coordinator Cover Letter

34681 Eric MewsNorth Trent, RI 83841

**Dear Rowan Parisian,**

In response to your job posting for conference services coordinator, I am including this letter and my resume for your review.

Previously, I was responsible for base support for internet access, A/V equipment, power supply and other equipment needs.

Please consider my experience and qualifications for this position:

- Strong and effective communicator with internal resources and external clients
- Proficient in Microsoft Office programs, G-Suite and a willingness to learn new technologies
- Effective time management and organizational skills in order to work with multiple leaders with their individual demands and priorities
- Strong analytical skills in order to identify and communicate potential obstacles with an eye to overcoming the barrier and achieving the end goal
- Detail oriented, energetic, innovative and flexible
- Mature, pleasant demeanor
- College/University Diploma preferred
- Previous guest or customer service experience preferred

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

Sincerely,

Story Brekke