

# Conference Services Coordinator Cover Letter

33212 Durgan Crossing  
Bunnyland, CT 59108

**Dear Riley Emard,**

Please consider me for the conference services coordinator opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for consultative event coordination services to customers, including catering, room set-ups, AV troubleshooting and general event logistics.

Please consider my qualifications and experience:

- Computer literate with strong working knowledge of Microsoft Word, Delphi, Springer Miller, Excel and Outlook
- Requires excellent skills in written and verbal communication, team development, planning and follow-through
- Proficiency in all Microsoft Office programs is essential
- Customer service oriented able to provide a high level of customer service / hospitality
- Strong working knowledge of Microsoft Outlook, Office and othe operating system
- Working knowledge of Delphi or Daylight preferred
- Good conduct standing within the University
- An interest in the field of sales and marketing

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Sutton Mueller