

# Conference Services Coordinator Cover Letter

253 Hintz DrivesNorth Erinhaven, NV 70968-0283

**Dear Cameron Gutmann,**

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

In the previous role, I was responsible for the necessary communication relayed by the client with changes or revisions to the appropriate Catering or Conference Services Manager when necessary.

Please consider my qualifications and experience:

- The capacity to function well autonomously
- Enrolled in a business-related academic program
- Advanced computer skills and knowledge of MS Office products, including Word, Excel, PowerPoint, Outlook, and internet
- Previous Audio Visual experience preferred
- Previous Conference Service Coordinator experience is an asset
- Working knowledge of Opera, Word, Publisher, Meeting Matrix, Property Manager and Excel
- Previous Banquet experience is an asset
- Willingness for a flexible schedule with irregular hours

**Thank you for taking your time to review my application.**

Sincerely,

Peyton Adams