

Conference Services Coordinator Cover Letter

193 Ernest Wall North Del, KY 63615

Dear Ryan Wyman,

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

In the previous role, I was responsible for a high standard of hospitality and service for guests in the C & B point of sale.

Please consider my qualifications and experience:

- Proficient with Microsoft Office products, including Word, Outlook and Excel
- Valid Washington State Driver's License with good driving record
- Experience with Conference Programmer or other conference housing management software
- Polished, professional presence and comfort interacting with individuals at all levels
- Detail oriented, confident, self-starter with exceptional organizational and communication skills
- Familiarity with financial software and a proficiency with Microsoft Office products, including Outlook, Word and Excel
- Demonstrated knowledge of Microsoft Office software, especially Excel, Word, and PowerPoint strongly preferred
- Experience with scheduling software such as Ad Astra, Power Campus

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

Sincerely,

Emery Kozey