

Trade Show Manager Cover Letter

5528 Kemmer CampNickoleborough, MS 26043

Dear Campbell Schmeler,

I submit this application to express my sincere interest in the trade show manager position.

Previously, I was responsible for guidance to product teams as well as marcom management on event management solutions and systems; and convention marketing techniques that will maximize the marketing messages, drive return on objectives, and realize cost savings.

Please consider my experience and qualifications for this position:

- Prepare and track event budgets
- Source promotional items
- Site selection for client events/receptions
- Complete post-show tasks including budget reconciliation, post-show evaluations
- Excellent knowledge of the hospitality industry
- Knowledge of Salesforce.com is helpful
- Reaching and manual dexterity for operating computer keyboard
- Stooping kneeling, crouching, crawling, standing, sitting, walking, pushing, pulling, is relative to office files

Thank you for considering me to become a member of your team.

Sincerely,

Max Poulos