

Trade Show Manager Cover Letter

2966 Loriann GlenNorth Carrollborough, OH 83541

Dear Haven Fay,

I am excited to be applying for the position of trade show manager. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for various information to Trade Operations Manager and management team, as needed, to effectively analyze the results of desk operations.

Please consider my experience and qualifications for this position:

- NCQLP Lighting Certified
- Possess strong organization, project management and event planning skills excellent interpersonal and communication skills
- Experience in managing third-party, vendor and venue relationships
- Negotiate sponsorship, exhibiting and speaking opportunities with events producers
- Schedule hotel and conference registration and coordination
- Work with our internal marketing team to promote events and drive attendance using email, advertising, social media and web
- Work with MARCOM and agency partners to ensure messaging and collateral are on brand and up to date
- Work with sales management to identify staffing for events

Thank you for taking your time to review my application.

Sincerely,

Onyx Walter