

Trade Show Manager Cover Letter

17919 Loris Crescent South Dannette, PA 73999

Dear Quinn Batz,

In response to your job posting for trade show manager, I am including this letter and my resume for your review.

In my previous role, I was responsible for guidance to IS project management and IS delivery unit team in how to utilize IS application/solution standards.

Please consider my qualifications and experience:

- Able to work overtime and weekends if necessary, and prepared to be away from home for several days at a time during events
- Proficiency in Microsoft Office Suite, with strong Excel skills
- Analytical and organizational skills, with an attention to detail and a focus on creating more efficient work processes or solutions
- Experience with managing and prioritizing multiple tasks to successful completion
- Building products experience
- Email marketing knowledge
- Experience in B2B and/or consumer tradeshows, customer visits, or equivalent marketing experience
- Strong budget management and negotiation skills

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

Sincerely,

Story Stark