

Trade Show Manager Cover Letter

648 Tromp LoafPort Maddieville, CO 43848

Dear Dallas Hauck,

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

In the previous role, I was responsible for on-site management and implementation of trade shows.

My experience is an excellent fit for the list of requirements in this job:

- Strong understanding of tradeshow exhibiting protocols, vendor systems, warehousing, and fee structures
- Proven track record delivering innovative, creative and integrated event plans that increase awareness and drive results
- Competent in budget and expense management, reconciling, and reporting
- Experience supporting senior executives' schedules/logistics
- Demonstrated project & financial management experience
- International/Domestic Event Experience
- Experienced marketer with solid understanding of marketing planning, execution and measurement best practices
- Strong budget execution skills, negotiating tactics and vendor management

Thank you for taking your time to review my application.

Sincerely,

Dallas Howell