

# Trade Show Manager Cover Letter

808 Lewis GardenHarrismouth, AK 38527

**Dear Robin Hilll,**

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

In the previous role, I was responsible for supportive services for hosted conferences, trade shows and other corporate events, ensuring best possible pricing and service for event.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Create show briefing books and hold pre-show meetings to prep staff
- Act as a liaison between marketing, sales, support, and external participants
- Obtain, augment and disseminate pre-show registration lists to team to utilize prior to the event
- Ensure that payments for exhibit services and other vendor payments are made on time
- Keep track of all pertinent deadlines relevant to events and conferences, including booking dates, payment, cancellation, material receipt, installation/dismantle and other important deadlines
- Plan, and track expenses for event budget
- Understand best practices and processes for tradeshow event management while staying up-to-date on new technologies and trends
- High-energy, creative, highly collaborative, team-oriented, driven individual with a passion for executing high quality, successful marketing programs within a complex, global organization

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

Sincerely,

