**Julie Andrews  
Conference Coordinator**

123 Your Street, Your City, ST 12345, (123) 456-7890, email@maxresumes.comhorizontal line

4th September 20XX

Dear [Hiring Manager],

I am writing to apply for the position of Conference Coordinator with [Company Name]. As a highly organized professional with excellent project management skills and experience in developing and executing successful conferences, I am confident that I am the best candidate for this role.

I have a solid track record of success planning events that are both profitable and enjoyable for attendees. I am adept at coordinating various aspects of a project, from selecting the proper venue and vendors to budgeting, marketing and managing day- of activities. I have managed conferences of all sizes and have a comprehensive understanding of what it takes to plan and execute a successful event.

In addition to my conference- specific experience, I bring a number of other skills to the table, including my ability to negotiate with vendors, stay within budget and effectively delegate tasks. I have strong problem- solving skills and am adept at finding creative solutions to complex challenges.

I am confident that my experience and skill set makes me the ideal candidate for the Conference Coordinator position. I look forward to discussing my qualifications and abilities further. Thank you for your time and consideration.

Thank you for your time and consideration.

Sincerely,

**Your Name**

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