

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]
[City, State]

[Date]

[Hiring Manager Name]
[Title]
[Hotel or Convention Center Name]
[Company Address]

Dear [Hiring Manager Name],

Please accept this letter and the enclosed resume as a formal expression of my interest in the **Convention Sales Executive** position at [Property/Company Name]. With a proven track record in hospitality sales and a strategic approach to business development, I am confident in my ability to drive group revenue and exceed booking quotas for your premier event spaces.

During my tenure at [Current/Previous Employer], I focused on [mention specific market segment, e.g., Corporate, MICE, or Association]. I successfully increased annual convention revenue by [X]% through aggressive prospecting and relationship management. My expertise lies in identifying high-value leads, negotiating complex multi-year contracts, and collaborating with catering and operations teams to ensure seamless event execution.

Key highlights of my background include:

- Exceeding quarterly sales targets by consistently maintaining a robust pipeline of [Type of events].
- Implementing targeted outreach strategies that secured [Number] new accounts within [Timeframe].
- Representing properties at major industry trade shows and networking events to build brand visibility.
- Proficiency in CRM and property management software such as [Delphi/Salesforce/Opera].

I am particularly drawn to [Property Name] because of its reputation for [mention a specific feature, e.g., world-class facilities or service excellence]. I am eager to leverage my network of industry contacts and my passion for hospitality to contribute to your sales team's continued success.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience aligns with the sales objectives of [Property Name].

Sincerely,

[Your Signature]

[Your Printed Name]