

[Your Full Name]
[Your Phone Number]
[Your Email Address]
[Portfolio Website/LinkedIn Profile]

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]

Dear [Hiring Manager Name/Title],

I am writing to express my interest in the Freelance Event Coordinator position for [Project Name/Event Title]. I was encouraged to reach out to you by [Referral Name], who spoke highly of your upcoming projects and suggested that my background in logistics and experiential marketing would be a strong fit for your team.

With [Number] years of experience managing high-pressure events, I specialize in [mention 1-2 core skills, e.g., vendor negotiations, site inspections, or budget management]. Most recently, I successfully executed [Brief mention of a relevant past project], resulting in [Key metric or achievement].

My approach to freelance coordination centers on seamless communication and rapid problem-solving. Having worked with [Referral Name] on [Past Shared Project], I understand the level of detail and professional standard your organization expects.

I have attached my portfolio and resume for your review. I would welcome the opportunity to discuss how I can contribute to the success of [Company Name]'s upcoming calendar.

Thank you for your time and consideration.

Sincerely,

[Your Name]