

**[Your Full Name]**  
[Your Phone Number]  
[Your Email Address]  
[LinkedIn Profile Link]

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my interest in the Virtual Event Specialist position at [Company Name]. I was recently speaking with **[Referral Name]**, who currently serves as [Referral's Job Title] at your company, and they recommended that I reach out regarding this opening.

With a background in end-to-end digital production and technical platform management, I have successfully executed over [Number] virtual conferences and webinars. My experience aligns closely with your needs for a specialist who can navigate [specific platform, e.g., Zoom Events, Hopin, or Cvent] while ensuring a seamless attendee experience.

In my previous role at [Previous Company], I managed:

- [Key Achievement 1: e.g., Increasing attendee engagement by X%]
- [Key Achievement 2: e.g., Troubleshooting complex live-stream integrations]
- [Key Achievement 3: e.g., Managing speaker rehearsals and technical dry runs]

[Referral Name] mentioned that [Company Name] is looking to expand its [specific type of event or initiative], and I am confident that my technical proficiency and project management skills would be a strong asset to your team.

I have attached my resume for your review and would welcome the opportunity to discuss how my expertise in virtual event logistics can support your upcoming projects. Thank you for your time and consideration.

Sincerely,

[Your Signature]  
[Your Typed Name]