

# [YOUR FULL NAME]

[Phone Number] | [Email Address] | [LinkedIn Profile]  
[City, State, Zip Code]

[Date]

[Hiring Manager Name]  
[Title]  
[Festival or Event Production Company Name]  
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the Music Festival Coordinator position for [Festival Name], as advertised on [Platform/Source]. With a background in large-scale event production and a passion for creating immersive live music experiences, I am confident in my ability to manage the complex logistics and creative demands of your upcoming season.

In my previous role as [Previous Job Title] at [Previous Company], I successfully oversaw [Specific Achievement, e.g., artist hospitality for 50+ acts / vendor coordination for 20,000+ attendees]. My expertise lies in [Skill 1, e.g., site mapping], [Skill 2, e.g., budget management], and [Skill 3, e.g., stakeholder communication]. I am adept at navigating the fast-paced environment of live events, ensuring that both back-of-house operations and front-of-house experiences remain seamless under pressure.

I have long admired [Festival Name] for its commitment to [Specific aspect of the festival, e.g., sustainability/genre-defying lineups]. I am eager to bring my organizational skills and industry relationships to your team to help elevate the [Year] festival to new heights of success.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience in event coordination can contribute to the continued growth of [Festival Name].

Sincerely,

[Your Signature]

[Your Printed Name]