

[Your Full Name]

[Phone Number] | [Email Address]

[LinkedIn Profile URL] | [City, State]

[Date]

[Hiring Manager Name]

[Title]

[Company/Organization Name]

[Address]

Dear [Hiring Manager Name],

I am writing to express my strong interest in the [Job Title] position at [Company Name], as advertised on [Platform]. With over [Number] years of experience in large-scale event management and exhibition logistics, I have a proven track record of delivering seamless, high-impact trade shows that drive exhibitor ROI and enhance attendee engagement.

Throughout my career, I have specialized in coordinating complex operational workflows, including floor plan design, vendor contract negotiations, and multi-channel marketing strategies. At [Current/Previous Company], I successfully managed a [Square Footage] exhibit floor with over [Number] vendors, resulting in a [Percentage]% increase in year-over-year attendance. My expertise lies in balancing technical logistics with high-level stakeholder communication to ensure every event milestone is met on time and within budget.

I am particularly drawn to [Company Name] because of your reputation for [Specific Company Achievement or Value]. I am confident that my background in [Specific Skill, e.g., CRM integration, sponsorship sales, or onsite operations] will allow me to contribute immediately to the success of your upcoming event calendar.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience in trade show organization can help [Company Name] achieve its strategic goals for the upcoming fiscal year.

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Name]