

[FULL NAME]

[PHONE NUMBER] | [EMAIL ADDRESS] | [PORTFOLIO/LINKEDIN URL]
[CITY, STATE, ZIP CODE]

[Date]

[Hiring Manager Name]
[Title]
[Festival/Production Company Name]
[Company Address]

RE: [Position Title] Application

Dear [Hiring Manager Name],

I am writing to express my interest in the [Position Title] role for [Festival Name]. With a proven track record in large-scale event logistics, talent procurement, and onsite operations, I am eager to bring my expertise in high-pressure production environments to your team.

In my previous role as [Current/Previous Title] at [Organization], I successfully managed [Specific Metric, e.g., 20,000+ daily attendees/budget of \$1M+]. My experience spans the entire festival lifecycle, including site mapping, vendor contract negotiations, and coordinating multi-stage technical requirements. I pride myself on maintaining rigorous safety standards while ensuring a seamless experience for both artists and patrons.

Your upcoming edition of [Festival Name] aligns with my passion for [Specific Aspect, e.g., immersive art installations/sustainable event management]. I am particularly impressed by [Specific Festival Detail] and am confident that my background in [Specific Skill, e.g., risk management or sponsorship activation] will contribute to the continued growth and operational excellence of the event.

Thank you for your time and consideration. I look forward to the possibility of discussing how my production background can support the vision of [Festival Name].

Sincerely,

[Full Name]