

[Your Full Name]

[Your Phone Number] | [Your Email Address]

[Your LinkedIn Profile URL]

[Your City, State, Zip]

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the Trade Show Coordinator position at [Company Name], as advertised on [Platform/Source]. With a proven track record in end-to-end event logistics, vendor management, and brand representation, I am confident in my ability to enhance [Company Name]'s presence at upcoming industry exhibitions.

During my tenure at [Previous/Current Company], I successfully managed a portfolio of [Number] annual trade shows. My core competencies include booth design coordination, budget oversight, and lead generation strategy. I pride myself on my ability to troubleshoot complex logistical challenges on-site while ensuring all team members are aligned with our marketing objectives.

I am particularly drawn to [Company Name] because of your reputation for [Specific Company Detail/Innovation]. I am eager to bring my expertise in [Specific Skill, e.g., international shipping or ROI tracking] to your team to ensure every event is executed flawlessly and delivers a high return on investment.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience in exhibition management can contribute to the continued success of [Company Name].

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Name]