*Optional*

[Name of the Person the letter is addressed to]

[Position]

[Company]

[Company Address]

19 July 2013

Dear Mr Brown,

Re: Job Reference No: 24024 – Events Coordinator

Please accept my application for the Events Coordinator position advertised on Seek on 13 July 2013. I believe I possess the attributes necessary to make the role a success.

As you will see from my resume, I have a proven track record in coordinating the front office department within my current company. I have also volunteered and assisted in arranging events within my internship at Elite Events, I am competent dealing with both clients and customers. I also have experience in budget planning and working to deadlines.

I am proficient at leading a team as well as working as part of a team. I am also an enthusiastic self-starter who takes initiative and possesses drive. My proficiency in technical skills includes telephone and face-to-face customer contact, staff training, Microsoft Word, Outlook and Excel proficiency, along with strong communication skills.

I welcome the opportunity to meet with you to discuss how I could contribute to your team. I can be contacted on 0404 XXX XXX and I look forward to hearing from you at your earliest convenience.

Yours sincerely,

Joe Blogs