

Jessica Jones
12 West 96 Street
New York, NY 10025
123-456-7890
jjones@udel.edu

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To Whom It May Concern:

I am writing to express my interest in your current job opening for an event coordinator position at FC Business Intelligence. I am a Hotel, Restaurant, and Institutional Management major looking to go into the field of event planning. I have a lot of experience in the field of hospitality working in countless restaurants, interning at the Marriott hotel, and interning for a hospitality group in Manhattan. The group owns many venues in the city, from beer gardens and fancy dining restaurants to concert venues and nightclubs. I assist with the marketing and social media, and help out at various events. Currently, I am also a hostess at a top restaurant in New York City, and during the school year, I hostess at a restaurant near my college in Delaware, where I help plan and run events, as well.

Through my major, I have gained a lot of experience and knowledge in the field not only due to the courses, but also because we are required to work at a five star restaurant on campus and at the Marriott hotel. At the restaurant, we have to work every position in the back of the house, from head chef to salad bar, as well as the front of the house, from serving to bartending. These jobs will help me with event planning in the future because I understand the catering aspect extremely well, including how to select the appropriate menus and how to set up the dining room professionally for each particular event.

In my junior year of college I studied abroad for a semester in Italy. I fell in love with traveling and learned a lot about different cultures around the world. I realize that FC Business Intelligence is active in more than 50 countries around the world, which is great because I am very culturally aware. I would love the opportunity to work for FC Business Intelligence in order to gain more experience in the field of event planning, to develop greater skills in marketing, and to learn from people involved with the industry. I would be a perfect fit for the job because I am eager to learn, hard working, and extremely organized. Additionally, having been raised in Manhattan, I love the City, have a great knowledge of the area, and am very comfortable navigating around town.

The attached resume provides more details on my skills and achievements. Please let me know if you have any further questions. You can reach me by phone at 917-555-555 or e-mail at jjones@udel.edu. Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,
Jessica Jones