

# Cameron Malfara

example@myemail.com | (098) 765-4321

456 My Street, San Diego, CA 76543

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Ms. Lori Taylor  
BPZ Conference Services  
123 Your Street,  
Houston, TX 12345  
(123) 456-7890  
example@youremail.com

[month, day, year]

Dear Ms. Taylor:

In my current role as Event Planner for XYZ Convention Services, I grew membership in three industry associations by planning regional conferences that met 100% of attendance goals. I want to drive similar positive results at your company.

My passion is organizing successful events and conferences for corporate clients. Through five-plus years of experience, I've managed consistent positive experiences for attendees, helping to boost clients' brands and goodwill with members and customers. My recent work highlights and qualifications also include the following:

- Negotiated contract updates with three vendors, improving the partnership and lowering costs by an average of 8%
- Helped the business navigate significant disruption and uncertainty in the spring and summer of 2020 caused by the Covid-19 pandemic
- Earned a near-perfect (99.4%) client satisfaction score, ranking #1 on a 12-person event planning team

The enclosed resume provides a broader overview of my event planning background and achievements. It would be my pleasure to speak with you further about my skills. To schedule an interview, please call or email me. In the near future, I'll reach out to you to confirm that you have received my resume and to see if you have any preliminary questions. Thank you very much for your time and consideration.

Sincerely,

Cameron Malfara