

Lindiwe

1044 Mthombeni Street
0722751075 | Lindy1044@gmail.com

Lindiwe
1044 Mthombeni Street
0722751075
Lindy1044@gmail.com

Date

Recipient Name

Recipient Designation

Company Name

Recipient Address

Re: Application for job vacancy

Mr. Recipient Name

I wish to apply for the role of Events Manager, currently being advertised on 'Linkedin'. Please find enclosed my CV for your consideration.

As you can see from my attached CV, I have over seven years' experience in the sales industry. Having worked my way up to Regional Sales Manager, I'm ready for a new challenge in the Marketing industry, and see this position as the perfect role to help me achieve this.

I'm particularly interested in working in Marketing because of my passion for organising and managing events, something I've had extensive experience of during my time in Sales. Further, I feel that I have achieved all that I can in my current industry.

Throughout my previous positions I organised events ranging from small product launches for a select group of clients, through to end-of-year awards events for over 250 professionals within the sector. I believe that this experience, coupled with my excellent interpersonal and organisational skills, make me the perfect candidate for building a long-term career in this role.

In my previous role as a Regional Sales Manager at ABC Ltd, I was responsible for managing relationships with big brands, such as X, Y and Z, and my account management resulted in an 15% increase in business renewals achieved. Despite being in a different industry, I am confident that I can bring this level of success with me to your organisation and help Company Name build upon their reputation as one of the biggest names in the US events industry.

Thank you for your time and consideration. I look forward to meeting with you to discuss my application further.

Yours sincerely,

Your name

Lindiwe

1044 Mthombeni Street
0722751075 | Lindy1044@gmail.com

Objective

I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting.

Education

- Lerato Uthando Comprehensive School2021
- 12