

Sample Cover Letter



Helen Hopeful
42 Grapevine Lane
Austin, TX 3789
512-289-6774
E: helenhope@hotmail.com

March 5th, 2020

Barbara Beck
Manager - Events & Conferences
Mirage Hotel and Conference Center
54 The Causeway
Sandy Beach, QLD

Dear Ms Johnston,

I am writing to apply for the position of Wedding Coordinator, as advertised on www.seek.com.au this month.

The advertisement stated that the Mirage is looking for someone with strong customer service skills and previous wedding planning experience. As my resume shows, I have worked in retail, where I utilized and developed my skills in customer service and sales. I have also assisted people in planning their wedding ceremony, reception, and honeymoon. I work to get repeat business for my employer and have numerous references from satisfied customers.

It would be an honor to work for such a prestigious hotel and conference center. I would like to have the opportunity to discuss further how I can be of service to the Mirage, and your guests. My contact number is 0489 7497 89. I look forward to hearing from you.

Regards,

Helen Hopeful
Wedding Coordinator



Sample Resume

Helen Hopeful
42 Grapevine Lane
Austin, TX 3789
512-289-6774
E: helenhope@hotmail.com



Objective:

A position utilizing my wedding planning, customer service, and sales skills

Wedding Planning:

- Consulted with brides and grooms to help them plan all aspects of their wedding
- Booked ceremony and reception sites
- Arranged for and supervised providers of flowers, music, catering, photography, video, limousines, and wedding stationery
- Decorated ceremony and reception sites (photos available on request)
- Assisted brides by addressing envelopes, arranging honeymoon travel, and running errands
- Served as wedding coordinator the day of the wedding

Customer Service and Sales Representative

- Used effective listening skills to determine customer needs and recommended products
- Kept in touch with customers by phone to ensure satisfaction
- Received thank you letters from satisfied clients (copies available on request)
- As sales representative, consistently exceeded sales targets by over 20%

Work and Volunteer Experience

- Retail sales consultant 2015-2027
- Planned six weddings 2018-2020
- Volunteer for the Cancer Society, organizing fundraising events 2020
- Previous experience as an office assistant and salesperson for a women's clothing store

Education

- Successfully completed 'Certificate of Professional Wedding Planning, Styling and Design at La Mode College 2020

References

- Letters of recommendation and references available on request



[your name]
[address line 1]
[address line 2]
[phone number]
E: [email]



[date]

[recipient]
[recipient's job title]
[company]
[address line 1]
[address line 2]

Dear [mr/mrs/ms recipient],

I am writing to apply for the position of [position title], as advertised on [job posting website] this month.

The advertisement stated that [company name] is looking for someone with [necessary experience]. As my resume shows, [describe your most relevant work experience in 2-3 sentences].

It would be an honor to work for [company name]. I would like to have the opportunity to discuss further how I can be of service to [company name], and your [guests, clients, customers etc.]. My contact number is [your number]. I look forward to hearing from you.

Regards,

[Your Name]

[Your title]



[your name]
[address line 1]
[address line 2]
[phone number]
E: [email]



Objective:

[what kind of position you are looking for and why you are looking for that position]

[area of experience 1]

- [most relevant experience]
- [2nd most relevant experience]
- [3rd most relevant experience]
- [...]

[area of experience 2]

- [most relevant experience]
- [2nd most relevant experience]
- [3rd most relevant experience]
- [...]

Work and Volunteer Experience

- [most recent experience]
- [second most recent experience]
- [...]
- [...]

Education

- [any relevant post secondary education including: certificates, degrees, courses, etc.]

References

- Letters of recommendation and references available on request

