

Linda Grimminger
1 South Boulevard
Nyack, New York, 10960
(845) 652-0002
grimmingerl@nyack.edu

April 7, 2020

Ms. Christina Hauck
The Boston Consulting Group GmbH
Ludwigstraße 21, 80539 Munich, Germany

Dear Ms. Hauck,

I am keenly interested in your position for an Event Coordinator which is offered on your website since it is closely aligned with the skills, strengths, and accomplishments I have acquired during my education and hands-on experience through my internships. Working in your company's marketing and communication department would be a great opportunity for me to apply and further my knowledge and strengths. I am currently doing my Bachelor's Degree in Business Administration with a concentration in Marketing and Sports Management which provides me with the skills and qualifications to be a suitable Event Coordinator that guarantees successful operations and future-oriented event concepts while closely communicating with executive consultants, my team, and clients.

I have decided to seek further education abroad and Nyack College in New York allowed me to study while receiving an athletic scholarship to play on a collegial soccer team. Setting high standards for myself has continuously pushed me to perform to the best of my ability and therefore, I have been able to maintain a GPA of 3.8 while competitively playing sports and constantly acquiring more knowledge in the classroom. I have been awarded the Patricia Egolf Memorial and Lasher-Judd Scholarship and was honored to be on the Dean's List for outstanding academic accomplishments. Holding a leading position on the Soccer team has shaped me into a better team player and has given me the responsibility to provide guidance and to create a performance-enhancing atmosphere. Furthermore, I have accumulated professional experiences through my internships that were focused on Event Management and client service. I had the opportunity to accomplish an internship at the Ansel & Möllers GmbH for Public Relations and Event Management where I was responsible for organizing and supervising procedures of several events. I was also able to improve my communication and client service skills during my internship at the Olympic Center Stuttgart where I coordinated and engaged with clients throughout a three-day sports event. These valuable skills that I have developed during these practical experiences, my athletic career, and my academic education have shown me that effectively working towards goals is defined through excellent communication among each other and determination to achieve objectives that will contribute to the company's global success.

My completed degree and the experience I gathered from several internships have prepared me to excel in the position you are advertising. I have enclosed my résumé for your consideration, and I look forward to strengthening your department as an Event Coordinator. Thank you for taking the time to review this application. I am eager to meet with you for an interview to learn more about this opportunity and discuss ways to continue improving Boston Consulting Group as a pioneer.

Sincerely,

Linda Grimminger