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Step Up

38B Jackson Street, Suite B204

Hoboken NJ 07030

Dear Recruiter,

I am excited about the Event Coordinator position advertised on your website, as it is a perfect fit for my skills, strengths, and accomplishments acquired during my education and internships. I believe that working in your marketing and communications department would provide me with the opportunity to utilize my knowledge and expand my expertise. I am currently studying business administration, majoring in marketing and sports management, with a bachelor's degree. This gives me the necessary qualifications to work as an event coordinator, where I can work closely with business consultants, clients, and my team to ensure the success of events and develop innovative event concepts.

I studied at Alliance University in New York and received an athletic scholarship to play on the college soccer team. In doing so, I achieved a 3.82 grade point average and was named to the Dean's List for my outstanding academic performance. As a team captain on the soccer team, I have learned to be a better team player and have been given the responsibility to lead the team and create an environment that promotes excellence. I am detail oriented, organized, and have strong communication and interpersonal skills. I am also comfortable in a fast-paced environment and can think creatively and strategically. During my academic career, I have gained extensive knowledge and hands-on experience in event planning, client relations, marketing and sales, PR materials management, and campaign management. The skills I developed during my internships, athletic career, and academics have shown me that effective teamwork, communication, and determination are essential to achieving goals that contribute to the overall success of an organization.

My college degree and experience from several internships qualify me to excel in the position you are advertising. I have attached my resume and look forward to joining your team as an Event Coordinator. Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the success of your company.

Sincerely,
Lara Noe

Job Description

Event Coordinator (Step up, Hoboken)

At Step Up, we understand that every brand is unique, therefore, we provide services that are tailored to an organization's specific needs. Our teams are cross trained throughout every department in order to create in each staff member a full understanding of all the pieces it takes to provide a client with an excellent service and represent a brand's products and services in the most integral manner.

Event Coordinator Role and Responsibilities

- Client Account Management
- Marketing and Sales
- PR Collateral Management
- Campaign Management
- Client Sales and Relations

Event Coordinator Applicant Requirements for Consideration:

- Authorized to work in the USA
- Bachelor's Degree
- Background Check
- 0-3 years of work experience preferred (entry level appropriate)
- All concentrations accepted • *Entry Level / Immediate Hire / Full Time**

Step Up is seeking a stellar, stand-out candidate who thinks outside of the box while also being able to present to a client with social graces and the utmost professionalism.

Thank you for your time. If you feel that you may be a good fit, please submit an application while vacancy is still available! Good luck.

Step Up, has a proven success in five states and nine cities. With our combination of expertise, integrity and client-first philosophy we are ready to take any brand one step up. All of our collaborators go through a rigorous training program in order to execute the marketing and events plans in a professional, integral and timely matter. With our cross training and daily meeting we ensure that all teams are working towards one same goal with the clients best interest always in mind.