

Assignment 6

Introductory email

Subject: Application for Event Coordinator Position at Windsor Events Inc.

Sunshine Events Inc.'s Sarah Thompson.

Dear Sarah Thompson

When Windsor Events Inc. posted a job opening for an event coordinator on LinkedIn, I was excited. My background and enthusiasm for event planning seem to be a wonderful fit for this position. I am aware that you have been looking for a professional who is well-planned and thorough, and I would be delighted to contribute my abilities to your team.

I am confident I can contribute to making your clients' experiences smooth and memorable because I have a background in hospitality operations and practical event planning experience. I like to come up with creative ways to make every event unique, and I am highly focused on making sure each little thing is taken care of.

Please see my cover letter and resume attached. I am thankful for the opportunity to discuss fully how my qualifications and expertise fit Windsor Events Inc.'s objectives.

Sincerely,
Gurpreet Kaur