

James B. Alvarado

AODA COUNSELOR

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Hamilton, OH



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Dear Hiring Manager:

I'm writing to apply for your Corporate and Events Planning Director position at Big Top Bash, Inc. I have spent the past six years working exclusively in the event planning industry and bring with me both extensive experience as an event planner and an organized and detail-oriented work ethic to the position.

As an event planner, I have organized and executed hundreds of corporate events. Group sizes have ranged from small intimate gatherings to large-scale galas. My clients not only include corporations, but also include politicians interested in organizing fundraising and networking opportunities, weddings, retreats, anniversaries, and everything in between, including international events. I am also skilled in finding the appropriate venues, entertainment, security, transportation, vendors, and promoters.

I am also an experienced contract negotiator and am proud of my ability to secure economical solutions to fit the needs of my clients without compromising quality. I am skilled in working with budgets and guest lists of any size and am proud of my ability to deliver high quality results both on time and on budget. I am creative in my approach to problem solving and cool under pressure. I am confident in my crisis management skills and my ability to anticipate and proud of my long list of satisfied clientele.

I have enclosed my resume and will call within the week to see if we can arrange a time to speak. Thank you for your time and consideration.

Sincerely,

James Alvarado