

HAKIZIMANA SHEMA FAYSAL

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On 17th December 2019

RE: Applying for the role of Event Manager

Dear Hiring manager,

I saw your recent job posting for an event manager on site platform, and knew I had to throw my hat into the ring. As an experienced event planner with over 2 years of experience, I believe I have the right background to successfully contribute to your company.

I have been managing many events for approximate 64 events such as weddings, meeting, trade shows, nonprofit organizations, entertainment and conference of government and I'm delighted to say that all events of them I been rated my performance as 5 stars. I hope that this indicates to you the positive contribution I could make at your company, furthermore, I was tasked with selecting and organizing contractors for the events. In 40 % of cases I come in below their budget, all while providing unforgettable experiences that lived up to their expectations.

I am an outgoing person who talks to people confidently. I am negotiator with site staff members, vendors, distributors, and hotel management and I like to ensure that I get a good deal for my clients. I have a wide knowledge of venues and locations and I feel that this knowledge would be worthwhile to your company. I am team player, highly organized and able to handle multiple tasks simultaneously and feel that I have a lot of to offer.

At this point, I have accomplished the following over the course of my career:

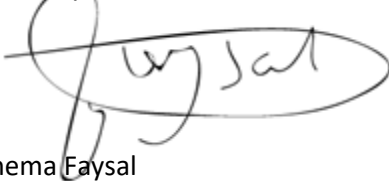
- Arranged participant accommodation and transportation for up to 1200 people
- Negotiated discounts(average 6%) with favored suppliers and site providers
- Analyzed post event invoices and identified over \$2500 of unnecessary charges

My enclosed resume will serve to provide you with greater details of my background and what I have to offer. If you're interested in my skills please do not hesitate to contact me and I will be happy to answer any questions that you may have regarding my skills and experience and I am now looking for a new challenge and would like to get involved with your hospitality.

Thank you for taking the time to consider my application.

I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Shema Faysal', enclosed within a large, loopy oval shape.

Shema Faysal