

Classy Nancy

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April 13, 2017

Jeremy Thomas
Director of Operations & Management
Emory Conference Center Hotel
1615 Clifton Road
Atlanta, GA 30329

Re: Event Operations Internship

Dear Jeremy Thomas and Hiring Committee:

It is with great excitement that I submit my credentials for the Event Operations Internship at the Emory Conference Center Hotel. I am a current student at the University of West Georgia pursuing a Bachelor of Business Administration in Management with a minor in Marketing. I feel that this internship is a great opportunity to support my goals of becoming a wedding planner in the future, and I strongly believe that my strong work ethic, motivation to learn, and team oriented mindset makes me a great candidate for this internship.

At the University of West Georgia, I have proudly completed my first two years with a 4.0 while balancing school work and involvement on campus. I strive to show strong leadership to my peers by being an example of good work ethic, practice time-management, and collaborate with other leaders on campus. I am the Committee Chair of University Traditions for Student Activities Council (SAC), and New Member Coordinator for my Greek organization. While in these positions, I have had great programming experience and executed the logistics and operations of each event that we developed for our student body. I feel that because I have experience with operations and management I can transfer my skills to your position to have successful summer events. I love working in team environments, and I feel that this position will allow me to work closely with professionals that will teach me new skills and enhance my knowledge of effective programming.

I am confident that my positive personality and innovative thinking will be a great addition to your summer team. Your company values team work, dedication, and excellent customer service. I feel that I can provide these values to your summer opportunity and work hard to represent you and your staff well. I look forward to the opportunity to meet with you and discuss how your internship opportunity will help me become a great event professional in the future.

I look forward to hearing from you and I thank you for your time.

Warm regards,

Classy Nancy