

# ALLAN BROWN

[allan.brown@gmail.com](mailto:allan.brown@gmail.com) | San Francisco, CA 94123 | 415.519.9659

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Month Day, 2024

<Contact Name> <Title>  
<Company Name>  
<Company Address>

Career Opportunity: Position Title (job ID #)

Dear <Contact Name> or "To the Hiring Manager":

The accompanying resume outlines my career path, proven skills, and achievements. In this cover letter, I will also provide insight into the person *behind* the resume, because finding the *best* candidate — one who can perform the duties yet also meld seamlessly into your team and culture — will be key to our mutual success.

## WHY <COMPANY NAME HERE>?

After conducting extensive research about <name of company>, I believe that <name of company> provides a dynamic, challenging and thriving business environment where I will be exposed to a broad range of business principles inherent in cutting-edge, thriving organizations. After taking time to read about <name of company>, the business model that <name of company> practices are consistent with my desire to continue building my career with mature, stable organizations.

## MY CAREER & ACCOMPLISHMENTS

As a successful and ambitious Senior Event Marketing Manager for the Dubliner Water Supply, I am proud of my accomplishments such as serving as the Event Lead for a \$1M Global Partner Summit with 1.4K+ attendees, as the Lead Sponsorship Manager overseeing 70+ sponsors for various events and leading the entire partner experience including 25+ executive meetings.

## WHY PEOPLE LIKE WORKING WITH ME

People like working with me because I deliver results. I am a go-getter and team player, driving organizations to achieve next-level results. I am extremely knowledgeable in how to achieve desired results and identifying critical improvements to align business goals. As a result, I have driven my team and stakeholders to succeed.

## WHAT I AM REALLY PASSIONATE ABOUT

As a believer in personal development, I am seeking a pivotal role in which I can drive and expand my knowledge base through development and expansion of events management and sponsorship opportunities interfacing with teams and clients to drive the right message. As an adaptive learner with a natural ability to adjust my approach to the situation at hand, I have no doubt that I will become a valued leader of your team in no time.

## LET'S MEET

I welcome an opportunity to discuss how my background, work ethic, and drive can be used to secure the objectives at <Company Name>. To this end, I will contact you the week of <January 22 or the Monday after submitting your resume> to schedule a time for us to speak. In the interim, should you have any questions about my qualifications, I can be best contacted at 415.519.9659.

I look forward to speaking with you soon.

Sincerely,

Allan Brown