

# Ima J. Obseeker

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1010 Business Drive ♦ Fort Collins, Colorado 80522 ♦ 555.555.5555  
imajobseeker@jobseeker.com ♦ [www.linkedin.com/in/imajobseeker](http://www.linkedin.com/in/imajobseeker)

January 10, 20XX

Paul Allen  
Larimer County, The Ranch Events Complex  
1212 Ranch Way  
Fort Collins, CO 80525

Dear Paul Allen:

Executing flawless events and managing multiple event spaces requires an organized, strategic mind combined with creative in-the-moment problem solving – qualities I have honed over 10 years in event management and polished as a CSU MBA graduate. After meeting with Meg Whitman and learning more about the Larimer County-The Ranch Events Complex mission, I am excited to apply for the Senior Events Manager position. Your company's focus on community and collaborative leadership style dovetails with my expertise and work values.

As a professional event space manager, I understand the need for effective planning, budgeting and coordinating all stakeholders to create unique experiences, shift priorities quickly, and lead strong teams. An integral part of managing successful events is maintaining strong client partnerships by focusing on solutions while sticking to budgets. I have developed genuine client service and relationship-building skills through my experiences that I plan to utilize in adding value to the client and public experience at The Ranch Events Complex.

My key accomplishments include:

- **Resourceful Problem Solving:** Within one week of a major product launch event, the venue suffered a water leak. Working as a team with the client, and event and planning staff, we reimaged the event as a progressive product experience creating stages on three floors ending with a roof-top gala and negotiated the contract saving the team 10%.
- **Leadership:** Supervised team of 15 planners to develop, market, and execute over 600 events with 100-50,000 attendants and budgets ranging from \$500,000 to \$5,000, resulting in 99% attendee and client satisfaction while coming in well within budget. Created reports and presentations with budget analysis for continual improvement.
- **Relationship Building:** Natural relationship-builder consistently seeking opportunities to immerse into community. For example, served as Board Member of Minnesota Convention Industry Council and contributor to local Meetings + Events magazine. Resulting in name recognition, familiarity with local vendors, and cost savings through discounts and special rates.

I welcome the chance to discuss how my experience, education and values blend with the Senior Events Manager position. I am excited to represent the venue and collaborate with internal and external groups to ensure success at all types and sizes of events from the Rocky Mountain Train Show to the Larimer County Fair & Rodeo. Please feel free to contact me at 555.555.5555 or email me at imajobseeker@jobseeker.com. Thank you for considering my application. I look forward to hearing from you.

Kind Regards,

Ima J. Obseeker