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To whom it may concern,

I am writing to apply for the position of Front of House Coordinator at Burlington Performing Arts Center.

I am very much interested in this position as I feel with my 20+ year experience not only in the arts of film, music, and theater but in event management, I have worked not only for various festivals and film festivals but have hosted and planned various events and private film screenings for various festivals, award shows in USA/Canada and also worked as a program and film and television festival director.

I gained experience working directly with the customer through my years as a nightclub manager and owner where I was responsible for 500-4000 patrons on a weekly basis. Since then, I have acquired management experience working in all areas of film & television as a producer and as well event producer for the past

I am confident that I have acquired the skills to move into this position to represent your company effectively.

I have a very outgoing personality and the ability to take care of the guests in a professional but friendly manner. I can ensure all guests are receiving excellent customer service from the staff while monitoring operations to make sure everything is running efficiently. I have experience coordinating and assigning duties and following up to make sure all tasks are performed accurately.

I have excellent organizational and multi-tasking abilities that make it possible to accomplish all the duties required by this position while maintaining efficiency. I can help motivate the staff

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to take that extra step in providing the customers with the best possible service and to bring fresh new if asked innovative ideas.

I have the ability to coordinate the displays and to assign staff members to keep all areas of the facility clean and presentable. I also have the ability to ensure that all safety and food handling procedures are followed by the concession workers. I am looking forward to discussing the details of this position with you in person.

You can reach me for an interview by email or phone call

Respectfully,

Sincerely,

DERRICK LING