Ms. Valarie Tanaka

Senior Director, Premium Seating

United Center

1901 W Madison St

Chicago, IL 60612

Dear Valarie,

I am excited to apply for the Premium Seating Events Coordinator position at the United Center, as advertised on Teamwork Online. With a strong passion for sports and background in event planning, I am eager to contribute to your mission of enhancing memories and stories through iconic experiences.

As a current volleyball player at Western Michigan University, I have not only honed my athletic skills but also developed a strong sense of teamwork, leadership, and resilience. These qualities have been essential in my role as team captain, where I have successfully organized multiple team events. My experience managing schedules, communicating with various donors and administrators, and ensuring that every detail is meticulously planned has equipped me with the organizational skills necessary for this role as well as taught me to adjust when things don’t go as planned.

I am particularly excited about the opportunity to specialize in Premium Sales and Service events. My previous internship, an Executive Assistant to the CEO of a Lincoln Car Dealership in suburban Chicago, provided me with hands-on experience in event coordination, where I learned to navigate the complexities of planning large-scale events. I successfully coordinated vendor relationships, managed event logistics, and created engaging experiences for clients. Lincoln prides itself on being a premium brand and the expectation for our events was to elevate any experience. I see plenty of synergies between my experience and the role you are looking to fill.

Additionally, I am impressed by the United Center's commitment to community engagement and sustainability. I admire the various initiatives that connect the arena with local businesses and the community, which reflects my own values of building meaningful relationships and making a positive impact. I am eager to contribute to these efforts by leveraging my communication skills and proactive approach to create memorable experiences for both clients and the community.

I understand the fast-paced nature of the events industry and thrive in environments where adaptability and quick decision-making are essential. My ability to manage multiple projects simultaneously, combined with my strong work ethic, positions me well to handle the diverse needs of the Premium Seating department. I am also enthusiastic about collaborating with the Sales team to develop new business events that drive revenue and strengthen client relationships.

I am truly excited about the prospect of joining the United Center team and contributing to the memorable experiences that you create for fans and clients alike. Thank you for considering my application. I look forward to the opportunity to discuss how my background and skills can contribute to the success of your team and I will make myself available whenever convenient to you.

Sincerely,

Megan Justice