

Steven Aoki

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Tom Douglas Restaurant Group
2030 5th Ave
Seattle, WA 98121

Dear Hiring Manager:

It is with great enthusiasm that I apply to your open Events Coordinator position that Mike Smith let me know about at the UW Career Fair. In addition to my 4 years of experience in the restaurant industry, I have enormous respect for the Tom Douglas restaurant group. I grew up going to Dahlia Lounge for brunch with my family every weekend, and I believe the creativity of the dishes and quality of service and dining experiences I have had there and at every Tom Douglas restaurant set the standard for the restaurant industry in Seattle.

I am an excellent candidate to become the Events Coordinator, particularly because of the skills and accomplishments described below:

- Experience securing venues, keeping track of details large and small, and ensuring team members stay on target for individually assigned tasks
- Strong organizational and prioritization abilities allow me to handle multiple tasks at once, which will continue to be of benefit when presented with large-scale planning
- Ability to draw attention to and promote events through a variety of channels and methods
- Demonstrated success with managing communication between team members and multiple external stakeholders in a number of professional and academic settings

Through the details included on my resume about my background in the service industry alongside the items I have highlighted here, I believe that my skills and experience are an excellent match for what the role requires. I am dedicated to the fine dining experience and standards that Tom Douglas restaurants have come to be known for, and I have the organization, communication, and multitasking skills to enhance and enliven your team. I would love to speak to you about my fit for this role. You can reach me by phone at 206-333-4343 or via email at saoki@uw.edu. Thank you.

Sincerely,
Steven Aoki