

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the event planning position listed on [where you found the job posting]. With a background in project management and a passion for creating memorable experiences, I believe I would be a valuable asset to your team.

Having successfully organized various corporate and private events, I have honed my skills in budgeting, vendor negotiation, and client communication. My strong attention to detail and ability to think creatively under pressure allow me to deliver events that exceed expectations.

I am particularly drawn to [Company Name] because of [specific reason related to the company or its events]. I would welcome the opportunity to contribute to your team and help bring your clients' visions to life.

Thank you for considering my application. I look forward to the possibility of discussing how my experience and enthusiasm can contribute to the success of your events.

Best regards,

[Your Name]