

# Letter of Interest for Event Planning Position

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Hiring Manager

[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 at [Company Name] as advertised [where you found the job listing, e.g., on your website, LinkedIn]. With a strong background in organizing events and a passion for creating memorable experiences, I am excited about the opportunity to contribute to your team.

Throughout my career, I have successfully organized a range of events from corporate meetings to large-scale conferences. My attention to detail and effective communication skills enable me to collaborate with diverse stakeholders, ensuring that every aspect of an event is executed flawlessly. I am particularly drawn to [Company Name] because of [specific reason related to the company or their events].

Enclosed is my resume, which provides further details about my experience and achievements in event planning. I welcome the opportunity to discuss how my skills and passion align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to the success of your upcoming events.

Sincerely,

[Your Name]