

Dear [Hiring Manager's Name],

I am writing to express my enthusiasm for the entry-level event planning position at [Company's Name] as advertised on [where you found the job posting]. With a background in [Your Major] from [Your University] and a passion for organizing community events, I am eager to contribute my skills to your team.

During my time at [Your University], I had the opportunity to organize several student events, including [specific events], where I learned the importance of attention to detail, effective communication, and teamwork. These experiences have equipped me with a foundational skill set in event coordination, budgeting, and vendor management.

I am particularly impressed by [specific aspect of the company or recent event they managed] and would be thrilled to bring my unique perspective and dedication to your upcoming projects. I am a quick learner, highly organized, and ready to take on the challenges of the fast-paced event planning industry.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasm can align with the goals of [Company's Name]. I am hopeful to bring creativity and dedication to your team.

Sincerely,
[Your Name]
[Your Phone Number]
[Your Email Address]