

Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Career Change Event Planner

Dear Hiring Manager,

I am thrilled to apply for the Career Change Event Planner position at Acme Corporation, as advertised on your company's careers page. With a background in project management and a passion for orchestrating memorable events, I am eager to bring my skills in strategic planning and client relations to your innovative team.

In my previous role as a Project Coordinator at Bright Horizons, I successfully organized and executed over 30 corporate events, ranging from intimate workshops to large-scale conferences. One of my key achievements was leading a three-day leadership summit that attracted over 200 participants. By collaborating closely with various stakeholders and utilizing effective time management techniques, I not only stayed within budget but also received a 95% satisfaction rating from attendees. This experience has equipped me with the organizational skills and attention to detail necessary for a successful career in event planning, particularly in helping individuals navigate their career transitions.

Additionally, my experience volunteering with Career Connect allowed me to develop tailored workshops focused on personal branding and interview skills, directly benefiting participants seeking to pivot their careers. By crafting engaging content and facilitating dynamic discussions, I contributed to a 30% increase in participant engagement compared to previous sessions. These experiences have honed my ability to create impactful events that resonate with diverse audiences, a crucial aspect of the Career Change Event Planner role at Acme Corporation.

I am excited about the opportunity to bring my unique expertise and passion for event planning to your team. I look forward to the possibility of discussing how I can contribute to Acme Corporation's mission of fostering successful career transitions for individuals. Thank you for considering my application.

Sincerely,

Jordan Lee Thompson