

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Event Planner

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Event Planner position at Acme Corporation, as advertised on your careers page. With a strong passion for event management and a solid foundation in organizational skills, I am excited about the opportunity to contribute to your team and help create unforgettable experiences for your clients.

During my time as an intern with Creative Events Ltd., I successfully coordinated a range of events from corporate meetings to social gatherings. One of my proudest achievements was organizing a charity fundraiser that attracted over 300 attendees and raised \$15,000 for local youth programs. I managed all aspects of the event, including vendor negotiations and logistics, which honed my ability to multitask and manage time effectively under pressure. Additionally, in my role as a volunteer for the University Festival, I collaborated with a team to plan and execute an outdoor concert that enhanced our campus community's spirit and engagement, attracting over 1,000 participants. This experience taught me the importance of teamwork and communication in delivering successful events.

I am particularly drawn to Acme Corporation because of your innovative approach to event planning and your commitment to client satisfaction. I am eager to bring my creativity, organizational skills, and attention to detail to your team. I would love the opportunity to discuss how my background and enthusiasm for event planning can contribute to the continued success of Acme Corporation. Thank you for considering my application; I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Taylor