

Sophia Carter

January 16, 2026

Acme Corporation

RE: Entry Level Wedding Planner

Dear Hiring Manager,

I am thrilled to apply for the Entry Level Wedding Planner position at Acme Corporation, as advertised on your company's careers page. With a passion for creating unforgettable experiences and a strong background in event coordination, I am eager to contribute my skills and enthusiasm to your dynamic team.

During my internship at Elegant Events, I successfully assisted in planning and executing over ten weddings, where I honed my organizational and time-management skills. One of my proudest achievements was coordinating a wedding for a couple on a tight budget, where I negotiated with vendors to secure quality services at reduced rates, ultimately saving the couple 15% of their initial budget. Additionally, my role involved working closely with clients to understand their vision; I created mood boards and timelines that streamlined the planning process and ensured all details were flawlessly executed on the wedding day.

Moreover, my experience volunteering for community events has equipped me with a strong understanding of logistics and collaboration. I helped organize a charity gala that raised funds for local initiatives, bringing together various stakeholders and managing schedules to deliver a successful event that exceeded attendance goals by 30%. This experience has reinforced my ability to work under pressure and adapt quickly to changing circumstances, a vital skill in wedding planning.

I am excited about the opportunity to bring my unique talents to Acme Corporation and would love the chance to discuss how my background, skills, and enthusiasms can contribute to your team. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Sophia Carter