

Jessica Thompson

January 16, 2026

Acme Corporation

RE: Event Planner

Dear Hiring Manager,

I am excited to apply for the Event Planner position at Acme Corporation, as advertised on LinkedIn. With a passion for creating memorable experiences and a track record of successful event execution, I am eager to bring my skills and expertise to your esteemed organization. I believe that my background aligns well with the requirements of this role, and I am thrilled about the opportunity to contribute to your team.

In my previous role at Stellar Events, I successfully managed over 30 corporate events, ranging from intimate gatherings to large-scale conferences, consistently receiving positive feedback from clients. One of my key achievements was orchestrating the annual Technology Summit, which attracted over 500 attendees and resulted in a 25% increase in sponsorship revenue compared to the previous year. Through meticulous planning and strong vendor negotiations, I was able to secure high-quality services within budget, enhancing the overall event experience.

Additionally, I led a team in executing a non-profit gala that raised over \$100,000 for local charities. By leveraging partnerships and innovative marketing strategies, we were able to exceed our fundraising goal by 40%. My ability to work collaboratively with diverse stakeholders and adapt to changing circumstances ensures that each event I plan not only meets but exceeds client expectations.

I am very interested in the possibility of joining Acme Corporation and would welcome the opportunity to discuss how my experience and vision can contribute to your team's success. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jessica Thompson