

Jessica Lynn Carter

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Event Planner

Dear Hiring Manager,

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I am thrilled to submit my application for the Freelance To Full Time Event Planner position at Acme Corporation, as advertised on your careers page. With over five years of experience in planning and executing a variety of events, I have developed a keen eye for detail and a passion for creating memorable experiences. I am excited about the opportunity to bring my expertise to your dynamic team and contribute to the exceptional events that Acme Corporation is known for.

In my previous role as a freelance event planner, I successfully coordinated over 50 events, including corporate retreats, weddings, and large-scale conferences. Notably, I spearheaded a corporate gala that raised over \$200,000 for a local charity, where I managed a budget of \$50,000 and negotiated contracts with vendors to maximize value. My strong organizational skills and attention to detail ensured that the event was executed flawlessly, receiving praise from both clients and attendees alike. Additionally, I implemented a new project management tool that streamlined communication among vendors and clients, reducing planning time by 30% and enhancing overall productivity.

I am particularly drawn to this position at Acme Corporation because of your commitment to innovation and excellence in event planning. I am eager to bring my experience in vendor management and creative problem-solving to your team. I am confident that my proactive approach and dedication to achieving outstanding results align perfectly with your vision for future events.

I would love the opportunity to discuss my qualifications further and explore how I can contribute to Acme Corporation's success as a full-time event planner. Thank you for considering my application; I look forward to the possibility of collaborating with your talented team.

Sincerely,

Jessica Lynn Carter