

Alexandra Hayes

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Wedding Planner

Dear Hiring Manager,

I am thrilled to apply for the Freelance to Full Time Wedding Planner position at Acme Corporation, as advertised on your company's careers page. With over five years of experience in the wedding planning industry, I have honed my skills in creating memorable events that reflect my clients' unique visions. I am excited about the opportunity to bring my expertise to your team and contribute to the exceptional service that Acme Corporation is known for.

In my previous role as a freelance wedding planner, I successfully coordinated over 30 weddings, each with its own distinct style and requirements. One of my most notable achievements was planning a destination wedding in Bali for a couple who had a strict budget. By leveraging my negotiation skills, I secured discounts with local vendors, resulting in a beautiful event that came in under budget while exceeding the couple's expectations. Additionally, I implemented a project management tool that streamlined communication with clients and vendors, which improved our response time by 40%. This experience has equipped me with the ability to manage multiple projects simultaneously while maintaining a keen eye for detail.

I am eager to bring my passion for wedding planning and my commitment to excellence to Acme Corporation. I believe that my proactive approach and dedication to creating unforgettable experiences for couples align perfectly with your company's mission. I would love the opportunity to discuss how my background and skills can contribute to your team. Thank you for considering my application; I look forward to the possibility of working together to create beautiful weddings at Acme Corporation.

Sincerely,

Alexandra Hayes