

Sarah Thompson

January 16, 2026

Acme Corporation

RE: Internship Event Planner

Dear Hiring Manager,

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I am writing to express my enthusiasm for the Internship Event Planner position at Acme Corporation, which I discovered on your careers page. With a passion for organizing impactful events and a strong background in project management, I am excited about the opportunity to contribute to your team and help create memorable experiences for your clients.

During my time as an event coordinator for my university's student government, I successfully led a team of ten to organize a campus-wide festival that attracted over 1,500 attendees. This experience honed my skills in vendor negotiation, budget management, and team leadership. I also coordinated a charity gala that raised over \$5,000 for local non-profits, where I managed all aspects of the event from concept to execution. These experiences have equipped me with the ability to thrive in fast-paced environments and deliver high-quality results under tight deadlines.

I am particularly impressed with Acme Corporation's commitment to innovative event solutions and would be thrilled to bring my skills in social media marketing and event logistics to your team. I am eager to learn from your talented professionals and contribute to upcoming projects that align with my passion for creating engaging experiences.

Thank you for considering my application. I look forward to the opportunity to discuss how my background and skills can contribute to the success of Acme Corporation's events. I am excited about the possibility of working together to create unforgettable moments for your clients.

Sincerely,

Sarah Thompson