

Emily Johnson

January 16, 2026

Acme Corporation

RE: Internship Wedding Planner

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Wedding Planner position at Acme Corporation, as advertised on your careers page. With a genuine passion for creating unforgettable experiences and a deep appreciation for the art of wedding planning, I am excited about the opportunity to contribute to your esteemed team and help bring couples' visions to life.

During my time as a volunteer coordinator for a local charity, I successfully organized a fundraising gala that attracted over 300 attendees and raised \$25,000 for the organization. This experience honed my organizational skills and taught me how to manage multiple tasks simultaneously while maintaining a keen eye for detail. Additionally, I interned at an event planning company where I assisted in coordinating three weddings over a summer, managing vendor relationships and timelines to ensure seamless execution. One wedding in particular received rave reviews from the couple for its personalized touches and flawless execution, which I played a significant role in orchestrating.

I am particularly drawn to Acme Corporation's commitment to delivering unique and personalized wedding experiences, and I am eager to learn from your talented team of professionals. I believe my proactive attitude and strong communication skills will allow me to contribute effectively to your projects while absorbing valuable insights from your experienced planners. I would love the opportunity to discuss how I can support your team and contribute to the exceptional service Acme Corporation is known for. Thank you for considering my application.

Sincerely,

Emily Johnson