

Sophia Mitchell

January 16, 2026

Acme Corporation

RE: Promotion Wedding Planner

Dear Hiring Manager,

I am writing to express my enthusiasm for the Promotion Wedding Planner position at Acme Corporation, as advertised on your careers page. With a strong background in event planning and a passion for creating memorable wedding experiences, I am excited about the opportunity to contribute to your team and help couples realize their dream weddings.

In my previous role as a Senior Wedding Planner at Elegant Events, I successfully organized over 50 weddings, each uniquely tailored to the couple's vision and budget. One of my proudest achievements was coordinating a large-scale wedding for 300 guests at a historic venue, where I managed a team of 10 vendors and executed a detailed timeline that resulted in a seamless event. This initiative not only received rave reviews from the couple but also garnered a feature in a prominent wedding magazine, significantly enhancing the visibility of our services.

Additionally, I implemented a new client outreach program that increased our customer engagement by 40% within six months. By leveraging social media and hosting quarterly bridal showcases, I was able to attract new clients and establish lasting relationships with vendors. My approach to wedding planning always focuses on creativity and personalized service, ensuring that each event is as unique as the couple it celebrates.

I am eager to bring my skills and experiences to Acme Corporation and contribute to your mission of delivering exceptional wedding experiences. I would love the opportunity to discuss how my background and vision align with the goals of your team. Thank you for considering my application.

Sincerely,

Sophia Mitchell