

Allison Rosenberg

example@myemail.com

(098) 765-4321

456 My Street, San Diego, CA 76543

Ms. Rachel Johnson
BKA Events Corp.
123 Your Street,
Houston, TX 12345
(123) 456-7890
example@youremail.com

[month, day, year]

Dear Ms. Johnson:

In my current role as Event Organizer for ABC Ocean Inn, I've been praised in all formal reviews for my versatile support of ~15 wedding receptions annually. I hope to bring that same dedication to your advertised Event Planner role.

It was interesting to read your job posting, as I am committed to making events "seamless and enjoyable" for hosts and attendees. In my work on formal social occasions, I have built positive relationships with diverse clients, colleagues, and vendors. As a result of this collaborative streak, I have excelled at the following:

- Co-managing various event details such as transport, accommodations, food and beverage, and audiovisual setup
- Maintaining frequent phone and email contact with clients to ensure open lines of communication and clear expectations
- Navigating the many uncertainties and event complexities caused by recent years' Covid-19 restrictions

Please see the enclosed resume for more details on my event planning experience. In particular, I'd refer you to my highlights under ABC Ocean Inn since they overlap well with the priorities named in your job posting.

I look forward to telling you more about how I can serve your organization and am available to talk at your convenience. Thank you very much for your time and consideration.

Sincerely,

Allison Rosenberg