

[Your Full Name]  
[Your Phone Number]  
[Your Email Address]  
[Your LinkedIn Profile or Portfolio URL]

[Date]

[Hiring Manager's Name]  
[Company Name]  
[Company Address]

Dear [Hiring Manager Name or "Team"],

I am writing to express my interest in the Corporate Event Planner position at [Company Name]. I was encouraged to apply for this role by [Referral Name], who spoke highly of your team's commitment to delivering world-class corporate experiences.

With [Number] years of experience in high-stakes event production and logistics, I have a proven track record of managing large-scale conferences, executive retreats, and product launches from conception to completion. In my previous role at [Previous Company], I successfully oversaw budgets exceeding [\$ Amount] while maintaining a [Percentage]% satisfaction rating among stakeholders.

My expertise includes:

- Strategic vendor negotiation and contract management.
- End-to-end project timelines and multi-city logistics.
- Innovative digital integration for hybrid and virtual events.
- Rigorous budget tracking and ROI reporting.

I have long admired [Company Name]'s reputation for [Specific Company Achievement or Quality]. Given my background in streamlining operations and enhancing attendee engagement, I am confident that I can contribute significantly to your upcoming event calendar.

I would appreciate the opportunity to discuss how my experience aligns with the goals of your events department. Thank you for your time and consideration.

Sincerely,

[Your Signature]  
[Your Typed Name]