

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

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the Event Assistant position at [Company Name]. With [Number] years of experience as an Administrative Assistant at [Current/Previous Company], I have developed the organizational precision, multitasking capabilities, and logistical foresight necessary to transition seamlessly into the fast-paced world of event planning.

In my current role, I have been responsible for managing complex calendars, coordinating travel, and overseeing office operations. I have frequently applied these skills to assist with internal events, including [mention a specific event, e.g., corporate retreats or annual meetings], where I managed [mention a specific task, e.g., vendor communications, RSVP tracking, or catering logistics]. My background has taught me how to remain calm under pressure and solve problems before they impact the guest experience.

I am particularly drawn to [Company Name] because of your reputation for [mention a specific company trait, e.g., high-production value or community-focused events]. I am eager to leverage my administrative strengths-such as budget tracking, vendor management, and detailed scheduling-to support your team in delivering exceptional events.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my organizational expertise can contribute to the success of your upcoming projects.

Sincerely,

[Your Signature/Typed Name]