

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

[Date]

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

Dear [Hiring Manager Name or "Event Planning Team"],

I am writing to express my strong interest in the Administrative Assistant position supporting the Junior Event Planning team at [Company Name]. With a background in [Previous Industry or Degree] and a focus on high-level organization, I am eager to contribute to the seamless execution of your upcoming projects.

In my previous role at [Previous Company], I developed a robust skill set in [Skill 1, e.g., calendar management] and [Skill 2, e.g., vendor communications]. I am particularly adept at managing the logistical details that allow planners to focus on creative strategy. My experience includes [Specific Task, e.g., tracking budgets for small-scale events / coordinating travel itineraries], ensuring that every administrative milestone is met with precision.

I am drawn to [Company Name] because of your reputation for [Specific Detail about Company's Events]. I am confident that my ability to multitask in fast-paced environments and my proficiency in [Software/Tools, e.g., Excel, Asana, Cvent] will make me a valuable asset to your junior planning staff.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my administrative support can help your team achieve its event goals.

Sincerely,

[Your Signature]  
[Your Printed Name]