

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

[Current Date]

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

Dear [Hiring Manager Name],

I am writing to express my interest in the [Job Title] position at [Company Name]. With a strong background in administrative support and a passion for the wedding and events industry, I am confident in my ability to streamline your logistical operations and enhance the client experience.

In my previous experience, I have developed a sharp eye for detail and the ability to manage multiple high-priority tasks simultaneously. My proficiency in [Software/Tools, e.g., HoneyBook, Aisle Planner, or Excel] allows me to handle vendor communications, contract management, and schedule coordination with precision. I understand that event planning requires both creative vision and rigorous organization, and I excel at maintaining the structure behind the scenes that allows events to run flawlessly.

I am particularly drawn to [Company Name] because of your reputation for [mention a specific project, style, or company value]. I am eager to bring my skills in budget tracking, client correspondence, and day-of-event support to your team to ensure every detail of your clients' special days is executed perfectly.

Thank you for your time and consideration. I look forward to the possibility of discussing how my administrative expertise can support the continued success of [Company Name].

Sincerely,

[Your Signature (if sending by mail)]
[Your Typed Name]