

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

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the [Event Role Title] position at [Company Name]. Currently serving as a Clerical Assistant at [Current/Previous Company], I have developed a rigorous foundation in organizational logistics, vendor communications, and schedule management-skills I am eager to transition into a dedicated event planning career.

In my current role, I have consistently exceeded clerical expectations by [Key Achievement, e.g., streamlining office filing or managing executive calendars]. My experience handling [Specific Task, e.g., travel arrangements or internal meetings] has prepared me for the fast-paced coordination required in event production. I pride myself on my attention to detail and my ability to maintain professional composure under tight deadlines.

What draws me to [Company Name] is your reputation for [Specific Company Detail/Project]. I am confident that my administrative proficiency, combined with my passion for creating seamless guest experiences, will make me a valuable asset to your planning team.

Thank you for your time and consideration. I look forward to the possibility of discussing how my organizational background can support the success of your upcoming events.

Sincerely,

[Your Signature]  
[Your Printed Name]