

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

[Date]

[Hiring Manager Name]  
[Title]  
[Event Agency/Company Name]  
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the Administrative Assistant position supporting the Event Specialist team at [Company Name]. With a strong background in high-level administrative support and a passion for the logistical intricacies of event production, I am eager to contribute to the seamless execution of your upcoming projects.

In my previous role at [Previous Company], I honed my skills in calendar management, vendor coordination, and travel logistics. I understand that supporting an Event Specialist requires a proactive mindset, the ability to anticipate needs before they arise, and a calm demeanor under the pressure of tight deadlines. I have successfully managed [mention a specific task, e.g., complex RSVP tracking or budget documentation] for events ranging from [size/type of events].

I am particularly drawn to [Company Name] because of your reputation for [mention a specific event or company value]. My proficiency in [software, e.g., Cvent, Excel, or Project Management tools] combined with my dedication to professional excellence makes me an ideal candidate to handle the administrative foundation that allows your creative event strategies to thrive.

Thank you for your time and consideration. I look forward to the possibility of discussing how my organizational expertise can support your event specialist team.

Sincerely,

**[Your Name]**