

[Your Full Name]
[Phone Number]
[Email Address]
[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 **Junior Event Assistant** position at [Company Name], as advertised on [Platform/Source]. With a background in [Your Field of Study or Previous Experience] and a passion for high-pressure logistics and guest experience, I am eager to contribute to your team's success in delivering world-class events.

During my time at [Previous Internship/Organization], I developed strong foundational skills in event coordination, including [Skill 1: e.g., vendor communications], [Skill 2: e.g., onsite registration management], and [Skill 3: e.g., administrative support]. I am particularly proud of [Brief mention of a specific achievement or successful event]. These experiences have sharpened my ability to remain organized and detail-oriented in fast-paced environments.

I have long admired [Company Name] for your work on [Specific Project or Event], and I am confident that my proactive attitude and dedication to excellence align with your company values. I am eager to bring my multitasking abilities and creative problem-solving skills to help streamline your upcoming production schedule.

Thank you for your time and consideration. I look forward to the possibility of discussing how my skills can benefit the [Company Name] team.

Sincerely,

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