

[FULL NAME]

[Phone Number] | [Email Address] | [LinkedIn Profile/Portfolio URL]

[City, State, Zip Code]

[Date]

[Hiring Manager Name]
[Title, e.g., Creative Director]
[Company/Agency Name]
[Company Address]

Dear [Mr./Ms./Mx. Last Name],

[Opening Paragraph: State the specific position you are applying for. Briefly mention your years of experience in the wedding or luxury event industry and express your enthusiasm for the specific aesthetic or reputation of the agency.]

[Body Paragraph 1: Detail your expertise in logistical management. Mention your experience with vendor negotiations, budget oversight, and timeline creation. Highlight your ability to manage high-pressure situations with grace.]

[Body Paragraph 2: Discuss your creative and client-facing skills. Explain how you translate a couple's vision into reality. Mention specific software proficiency like Aisle Planner or Social Tables, or certifications like CWP.]

[Closing Paragraph: Summarize how your unique background aligns with the company's goals. State your desire for an interview to discuss how you can contribute to their upcoming wedding season.]

Sincerely,

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