

[Your Full Name]

[Phone Number] | [Email Address] | [LinkedIn Profile]
[City, State, Zip Code]

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my interest in the Corporate Event Planner position at [Company Name]. With a proven track record of managing high-stakes corporate functions, ranging from international conferences to executive retreats, I am confident in my ability to elevate [Company Name]'s brand through exceptional event execution.

In my previous role at [Previous Company], I successfully oversaw a portfolio of [Number] annual events with budgets exceeding \$[Amount]. My expertise lies in seamless vendor negotiation, meticulous logistics management, and creating engaging attendee experiences. Notably, I implemented a [System/Process] that reduced overhead costs by [Percentage]% while increasing attendee satisfaction scores by [Percentage]%.

I am particularly drawn to [Company Name] because of your reputation for [Specific Company Achievement or Value]. I am eager to bring my skills in strategic planning, stakeholder communication, and crisis management to your team to ensure every event aligns perfectly with your corporate objectives.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience in corporate hospitality and project management can benefit your upcoming event calendar.

Sincerely,

[Your Printed Name]