**Julie Andrews  
Assistant Event Planner**

123 Your Street, Your City, ST 12345, (123) 456-7890, email@maxresumes.comhorizontal line

4th September 20XX

Dear [Hiring Manager],

I am writing to apply for the position of Assistant Event Planner at [Company Name]. With my experience in event planning, customer service, budgeting, and administrative support, I believe that I am well- suited for this role.

I currently serve as an Event Planner for a business in [City], where I collaborate with clients and vendors to develop and execute event plans from start to finish. I have developed expertise in budget management and meeting tight deadlines while maintaining a high level of quality assurance. My experience also includes coordinating marketing and promotional campaigns and I have a keen eye for detail.

As an Assistant Event Planner, I would bring my knowledge of the industry and enthusiasm to the role. I am highly organized and I have the ability to manage multiple tasks simultaneously. I am also dedicated to delivering superior customer service and successful event operations.

Thank you for your time and consideration. I look forward to discussing my qualifications in more detail soon.

Thank you for your time and consideration.

Sincerely,

**Your Name**

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