**Julie Andrews  
Conference 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 Conference Planner at [Company Name].

With seven years of experience in the event planning industry, I am confident I can contribute to the success of [Company Name]. My experience includes working in both corporate and private settings, planning conferences of up to 500 attendees. My diverse skillset includes budget management, vendor relations, and meeting coordination.

My ability to work effectively with vendors and clients to meet their expectations is something I pride myself on. Additionally, I am extremely organized and pay close attention to detail when it comes to event planning. I believe these skills would make me a great fit for the position.

I understand the importance of maintaining a professional attitude and strong work ethic. I am passionate about event planning and enjoy creating successful events. With my knowledge and experience, I am confident I can help [Company Name] produce successful conferences for clients.

If you have any questions or would like to review my portfolio of work, please do not hesitate to contact me. I look forward to hearing from you.

Thank you for your time and consideration.

Sincerely,

**Your Name**

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