**Julie Andrews  
Event Coordinator Assistant**

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 Event Coordinator Assistant. My experience in event planning and coordination, coupled with a strong attention to detail, make me an ideal candidate for the role.

I have a Bachelor’s degree in Business Administration and have recently been certified in event management. I have over five years of experience working as an event coordinator assistant for a major event planning company. My responsibilities have included setting up and tearing down events, ensuring all aspects of an event were completed on time, budget, and with excellent attention to detail, and providing customer service to attendees.

I am very organized and efficient. I am able to multitask and can quickly adapt to changing circumstances. I am also very comfortable working with many different technology and event planning software platforms.

I am confident that my experience and qualifications make me a great fit for this position, and I would welcome the opportunity to discuss how I can be an asset to your team. I have included my resume and would be happy to provide any additional information you might need. Thank you for your time and consideration.

Thank you for your time and consideration.

Sincerely,

**Your Name**

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